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**AIR FORCE RESERVE COMMAND  
Supplement 1**

**19 December 1997**

**Personnel**

**RESERVE PERSONNEL PARTICIPATION AND  
TRAINING PROCEDURES**

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This manual implements AFPD 36-80, *AF Reserve Education and Training*, DoD Directives 1200.7, April 6, 1984; 1200.15, February 16, 1973, and changes 1 and 2; 1200.16, May 30 1990; 1205.14, May 24, 1974; 1215.5, May 25, 1979; 1215.6, December 18, 1990; 1215.9, November 7, 1969; 1235.9, July 8, 1986; DoD Instruction 1215.7, October 15, 1993; and administers the DoD 7000.14-R, *Financial Management Regulation*, December 1994. It gives guidelines for training and education activities within an Air Force Reserve unit, the IMA program, and the Individual Ready Reserve (IRR). It tells how to determine Federal service points for Air Force Reserve members. Review the referenced DoD and Air Force references cited in AFPD 36-80 before using this manual. Direct questions about unit reservists to HQ AFRES/DPT, 155 2nd Street, Robins AFB GA 31098-1635. Direct questions about the IMA or IRR programs to HQ ARPC/XP, 6760 E Irvington Pl #7500, Denver CO 80280-7500. This publication does not apply to the Air National Guard.

**(AFRC)** This supplement implements and extends the guidance of Air Force Manual (AFMAN) 36-8001, 1 March 96. The AFMAN is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this supplement discard the Air Force basic.

**SUMMARY OF REVISIONS**

This manual combines AFR 35-41, Vol 2 and AFRES/ARPCR 35-41, Vol 2. It reorganizes the text in a more logical sequence. It clarifies leave policy (paragraph 1.8), relaxes rules for equivalent training (paragraph 4.9), removes the restrictions on overseas travel for annual tour (table 5.1), clarifies on the job training (OJT) at home station (paragraph 6.9.7), authorizes telecommuting as a method of training (table 2.1), allows (IDT) to be performed with (ADS) (paragraph 5.9.1), clarifies rescheduling policy (paragraph

4.6), adds a Professional Military Education (PME) chapter (chapter 7), adds a retraining chapter (chapter 8), and removes Progression Tour Milestone attachments.

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## Chapter 1

### STANDARDS, TRAINING AND RETIRED CATEGORIES, AND PARTICIPATION REQUIREMENTS

**1.1. General Requirements.** Members must meet the following requirements, when taking part in pay or points gaining activity (Failure to meet these standards could result in denial of pay and points by the commander.):

- Dress and appearance standards of AFI 36-2903, *Dress and Personal Appearance of Personnel*.
- Physical fitness requirements outlined in AFI 40-502, The Weight Management Program.
- Medical standards and qualifications of AFI 48-123, Medical Examination and Medical Standards.

**1.2. Satisfactory Participation.** Each member must ensure that all general requirements and category requirements in table 1.1 are met.

1.2.1. Individual Mobilization Augmentees (IMA) program managers may authorize the substitution of active duty participation that supports contingency operations for annual tour and inactive duty training (IDT) requirements.

1.2.2. The supervisors for IMAs (as determined by the program managers) and the supervisors for unit program members (as determined by the commander) will track all training and participation needs. The supervisors may use any documentation method that best meets their needs and the needs of their members.

**1.3. Unsatisfactory Participation.** Unsatisfactory participation is failure to meet requirements of table 1.1. HQ ARPC/DPM distributes a list of unsatisfactory IMA FY participants to the program managers. Managers must provide written justification within 90 days to retain members identified as unsatisfactory for 2 consecutive years.

1.3.1. A unit member who has five unexcused IDT absences or has not completed a scheduled AT tour (unless substituted or excused) in the FY.

1.3.2. An IMA, in Reserve sections MA, MB, ME, or MR, who has accumulated five unexcused absences. An IMA, in Reserve section MC, who has accumulated three unexcused absences from IDT, or has not completed or rescheduled an AT tour (or substitution training during the current FY. An IMA, in Reserve section MD or MH who has not completed or been excused from an AT tour during the current FY.

1.3.3. Command corrective action for unsatisfactory participation. When the retention program (AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Program*) fails to return a member who has potential for a useful service under conditions of full mobilization to a satisfactory participation status, commanders are authorized to take the following actions when necessary:

- Delay or defer promotion
- Administrative demotion
- Involuntary 45 man-day recall. This option will be used for members with military service obligation (MSO) or formal training course service obligation. Recall will be in a special

Reserve Personnel Appropriation (RPA) tour status and must be performed at the unit of assignment or at the unit of attachment.

1.3.4. Disposition of USAFR Unsatisfactory Participants. Commanders and Program managers who have determined that unit or individual Reserve service is not in the best interest of the USAFR, may:

- Reassign unit assigned unsatisfactory participants with a MSO or formal training course service obligations to the appropriate subcategory of the Individual Ready Reserve (IRR) according to AFI 36-2115, *Assignments Within the Reserve Components*.
- Reassign IMAs to the appropriate subcategory of the IRR based on program manager determination in accordance with AFI 36-2115.
- Initiate discharge action according to AFI 36-3209, Separation Procedures for Air Force Reserve Members.

**1.4. Excusable Authority for Failure To Perform Prescribed Training.** Table 1.2 shows approval authority to excuse members for failure to perform the minimum prescribed training duties.

#### **1.5. Medical Qualifications During Pregnancy.**

1.5.1. A member must not perform any duty past the 34th week of pregnancy, nor return to duty earlier than 6 weeks after delivery. Before the 34th week:

1.5.1.1. A member must obtain a letter from her private physician showing her expected date of delivery, as well as an AF Form 422, **Physical Profile Serial Report**, from a military Environmental Health Office, to be scheduled for duty.

1.5.1.2. A member may retrain or perform school tours if she meets the physical requirements for the course of training.

1.5.1.3. Pregnant members may not take part in transoceanic deployment or training.

**1.6. Air Reserve Technician (ART) Status When Performing Military Duty.** An ART must be off duty or in an official leave or compensatory status from civil service when they are in a point-gaining activity. ("Official leave" includes annual leave, military leave, or leave without pay).

#### **1.7. Uniform Code of Military Justice (UCMJ) Jurisdiction.**

1.7.1. The UCMJ applies to USAFR members during any inactive or active duty. A USAFR member subject to Title 10 U.S.C. 802 may be placed on involuntary active duty (AD) for UCMJ action for activities that occurred during an AD tour or during IDTs.

1.7.2. It is possible to keep USAFR members on active duty for trial by court-martial.

**1.8. Leave Entitlement.** When a member takes part in IADT, ADT, ADS, School tour, leave is accrued at the rate of 2 1/2 days per month for tours of 30 consecutive days or more (see AFI 36-3003, *Leave and Administrative Absence Policy*). The member is entitled to be paid for unused leave. Payment is restricted to a career maximum of 60 days of unused leave after 9 February 1976. Accrued leave must be included in tour orders of 30 days or more.

**Table 1.1. USAFR Training and Retired Categories.**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
			<b>Then the Inactive Duty Training (IDT) (see note 1)</b>			and the Annual Training (AT) (see note 1)		
<b>R U L E</b>	<b>If a member is assigned to</b>	<b>in training and retired-category</b>	<b>requires</b>	<b>Maximum paid training periods (TPs) are (see note 2)</b>	<b>and training will be conducted by</b>	<b>requires</b>	<b>and pay is</b>	<b>and training will be conducted by</b>
<b>1</b>	An AFRES wing or separate unit organized and trained to serve as a unit if mobilized in Reserve Section (RS) AA-AZ, or A1-A4	A	48 TPs (see note 3)	48 per FY (see note 4)	AFRC	Not less than 14 training days (see note 5)	authorized	AFRES
<b>2</b>	The Selective Service System (SSS) in RS MA	B	48 TPs	48 per FY (see note 4)	Selective Service System	12 to 14 training days per FY (see note 6)	authorized	Selective Service System
<b>3</b>	MAJCOM controlled IMA position requiring continuity and frequent proficiency training (see note 7) in RS MB, ME, and MR				MAJCOM (see note 8)			

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	A	B	C	D	E	F	G	H
			<b>Then the Inactive Duty Training (IDT) (see note 1)</b>			and the Annual Training (AT) (see note 1)		
<b>R U L E</b>	<b>If a member is assigned to</b>	<b>in training and retired-category</b>	<b>requires</b>	<b>Maximum paid training periods (TPs) are (see note 2)</b>	<b>and training will be conducted by</b>	<b>requires</b>	<b>and pay is</b>	<b>and training will be conducted by</b>
<b>4</b>	An IMA position allocated to various levels of command to maintain mobilization proficiency (see note 9) in RS MC		24 TPs	24 per FY				MAJCOM (see note 9)
	An IMA position in the Critical Medical Skill Program in RS MC		N/A (see note 9)	N/A		12 days per FY (see note 9)		
<b>5</b>	An ARPC Air Reserve Squadron (ARV SQ) IMA position in or Selective Service System (SSS) in RS MD or MH		24 unpaid	N/A	SSS	12 to 14 training days per FY (see note 6)		SSS
<b>6</b>	An AFRES unit non prior service member undergoing initial active duty training (IADT) in RS CC or CD	F	no TPs (see note 11)		N/A	no training	not authorized	N/A

	A	B	C	D	E	F	G	H
			<b>Then the Inactive Duty Training (IDT) (see note 1)</b>			and the Annual Training (AT) (see note 1)		
<b>R U L E</b>	<b>If a member is assigned to</b>	<b>in training and retired-category</b>	<b>requires</b>	<b>Maximum paid training periods (TPs) are (see note 2)</b>	<b>and training will be conducted by</b>	<b>requires</b>	<b>and pay is</b>	<b>and training will be conducted by</b>
<b>7</b>	An AFRES unit non prior service member awaiting IADT in RS CE or CF	P	1 TP (see note 11)	2 TPs	unit	no training	not authorized	N/A
<b>8</b>	An ARPC Air Reserve Squadron (ARV SQ) in RS MX (see notes 8 & 12)	E	(see note 13)	N/A	ARPC or training attachment	no training (see notes 13 and 14)	not authorized (see notes 13 and 14)	N/A (see notes 13 and 14)
<b>9</b>	An ARPC Ready Reinforcement Personnel Section (RRPS) member in RS MT				training attachment			
<b>10</b>	An ARPC Nonobligated Non-participating Ready Personnel Section (NNRPS) member in RS RD				nearest selected active duty base	2-3 days training per FY (see note 16)	authorized	nearest selected active duty base
<b>11</b>	An ARPC Obligated Reserve Section (ORS) member in RS RA							
<b>12</b>	HQ ARPC Medical IRR in RS TC, TD, TE, TF	J	(see note 10)	N/A	N/A	(see note 10)	(see note 10)	N/A

	A	B	C	D	E	F	G	H
			<b>Then the Inactive Duty Training (IDT) (see note 1)</b>			and the Annual Training (AT) (see note 1)		
<b>R U L E</b>	<b>If a member is assigned to</b>	<b>in training and retired-category</b>	<b>requires</b>	<b>Maximum paid training periods (TPs) are (see note 2)</b>	<b>and training will be conducted by</b>	<b>requires</b>	<b>and pay is</b>	<b>and training will be conducted by</b>
<b>13</b>	An ARPC ORS member in RS RC with an extended active duty commitment		no TPs			no training	not authorized	
<b>14</b>	An ARPC ARV SQ member undergoing training as a legal intern					training as program directs	authorized	training attachment or ARPC
<b>15</b>	An ARPC ARV SQ officer undergoing the chaplain candidate training program or the chaplain candidate continuation training program		(see note 17)		training attachment or HQ ARPC			
<b>16</b>	An ARPC ARV SQ officer undergoing the Armed Forces Health Professions Scholarship Program	K	no TPs	N/A	N/A	45 days	Authorized	Air Force medical training activities
<b>17</b>	The ARPC nonaffiliated Reserve section (NARS) in RS NA or NB	D	N/A			not authorized	N/A	N/A

	A	B	C	D	E	F	G	H
			<b>Then the Inactive Duty Training (IDT) (see note 1)</b>			and the Annual Training (AT) (see note 1)		
<b>R U L E</b>	<b>If a member is assigned to</b>	<b>in training and retired-category</b>	<b>requires</b>	<b>Maximum paid training periods (TPs) are (see note 2)</b>	<b>and training will be conducted by</b>	<b>requires</b>	<b>and pay is</b>	<b>and training will be conducted by</b>
<b>18</b>	ARPC NARS as an obligator in RS NB				N/A	no training	not authorized	N/A
<b>19</b>	ARPC NARS in sanctuary in RS NC(note 18)				training attachment			training attachment or ARPC
<b>20</b>	ARPC NARS in Key civilian status in RS ND (note 19)	C						
<b>21</b>	ARPC inactive status list Reserve section (ISLRS) in RS RB	N	no TPs		N/A	not authorized		N/A
<b>22</b>	ARPC retired Reserve section							

**NOTES:**

1. Do not credit active duty (AD) as IDT. The commander of a Reserve medical unit or Directorate of Health Services Individual Reserve Programs (HQ ARPC/SG), may let an assigned health service officer attend one continuing health education (CHE) activity each year in place of a portion of the IDT or AT requirement with concurrence of UOA. The only exception is the HQ ARPC Medical IRR in RS TF. These members can attend CHE as part of their training days without the UOA's concurrence. Do not authorize if the action would be detrimental to the member's primary mission.
2. Prorate the maximum allowable paid points in a fiscal year for members who move between categories. Calculate as follows: Every month as a unit reservist or IMA in Reserve Sections MA, MB, ME, or MR establishes a 4 point requirement. Every month spent as an IMA in Reserve Sections MC, MD, or MH establishes a 2 point monthly requirement. **There remains an annual maximum of 48 points.**

3. Each Reserve unit organized to serve as a mobilized unit must schedule at least one unit training assembly (UTA) each month (a UTA consists of two 4-hour periods per day for 2 days). When the unit's annual training (AT) precludes scheduling a UTA within the same month, the commander may schedule the UTA prior to or after the AT even though two UTAs are performed in the same month. Wing commanders may approve split UTAs when a unit deploys to an alternate training location or approve deviations from the monthly UTA requirement to conduct staff assistance visits (SAVs), prepare for, or participate in, an operational readiness inspection, or cancel a UTA because of severe weather conditions.
4. An additional flying training period (AFTP) does not count toward the maximum paid training periods for the fiscal year.
5. Unit reservists must perform at least 14 training days. However, the maximum they can earn in a FY is 15 days. NAF/CC may authorize AT up to 17 days and HQ AFRES/CVA may authorize AT up to 20 days (excluding authorized travel time) to support training requirements.
6. An IMA in Reserve Section MA, MB, ME, or MR, may perform up to 14 days AT in an FY. IMAs in Reserve section MC, MD, or MH normally perform 12 days AT in a FY. Any IMA who performs AT with an activity that does not, as a rule, operate on weekends is limited to a 12 day continuous tour. However, if valuable training opportunities are available, a member may perform a 14 day continuous tour. Provide justification in the "Remarks" section of the AF Form 1289, **Application for Active Duty Training (RPA Tours)**.
7. This block includes weapons controllers, ground radar operators, base disaster preparedness/air base operability officers, members assigned to rated positions not requiring active flying, and Federal and state preparedness liaison officers.
8. Members of the 9019 Air Reserve Squadron (ARV SQ) and 9026 ARV SQ accomplish their training at the unit of attachment.
9. This block includes the chaplain, legal, and medical Individual Mobilization Augmentees (IMA) who are assigned to HQ ARPC centrally managed programs and participate in training with a unit of attachment.
10. Personnel assigned to the 9020 ARV SQ or the 9026 ARV SQ are awarded 24 optional Extension Course Institute (ECI) points for maintaining current licenser and CHE requirements. Members of the 9020 ARV SQ may optionally participate in paid AT not to exceed 12 days per FY, except those with a Reserve Service Obligation (RSO) who must participate in a minimum of 5 days AT per FY not to exceed 12 days AT per FY. Members of the 9026 ARV SQ are required to do AT at their unit of attachment. Members may perform nonpaid IDTs only, at the unit of attachment.
11. Category P members will perform normally one, but not more than two TPs for the purpose of enlisting and inprocessing for pay and points prior to IADT. Uniform requirements are waived while performing these TPs.
12. The member is selected to take part in special training programs authorized by regulation such as the Civil Air Patrol Reserve Assistance Program (CAPRAP), Chaplain Individual Ready Reservist (IRR), and Air Force Admissions Liaison Officer (AFALO).
13. Participating IRR members must earn a minimum of 50 points per R/R year (including membership points). Reassign members who fail to earn the minimum 50 points to a nonparticipating status. Members assigned to the Ready Reinforcement Personnel Section and to the Chaplain 9002 ARV SQ, are required to perform a minimum of 16 non paid points through IDT, AT, or combination of the two.
14. Participating IRR members may perform up to a maximum of 12 days of non-paid ADT, active duty support (ADS), AT, or a combination of these per calendar year. The program managers approve the training for RRPS, 9002 ARV SQ - Chaplain, 9004 ARV SQ -

CAPRAP, 9001 ARV SQ - AFALO, 9021 ARV SQ - Medical, and 9025 ARV SQ - Judge Advocate General's Department Reserve (JAGDR).

15. Title 10 U.S.C. 12319 sets guidelines for these members to perform one day of muster duty each FY to accomplish the annual screening requirements outlined in Title 10 U.S.C. 10149(a), 10204(a), 10205, and 10206. Exemptions from IRR screening during a fiscal year are for: members who served on active duty during the FY; scheduled for discharge during the FY; in grade of O-4 and higher or E-8 and higher, and have no remaining MSO, or successfully screened in the preceding FY.
16. Title 10 U.S.C. 12301(b) sets guidelines for these members to perform two to three days of annual training each FY (up to a maximum of 15 days each FY) to accomplish the annual screening requirements outlined in Title 10 U.S.C. 10149(a), 10204(a), 10205, and 10206. The only exemptions from IRR screening during an FY are for: members who served on active duty during the FY; are scheduled for discharge during the FY; in grade of O-4 and higher or E-8 and higher, and have no remaining MSO; or successfully screened in the preceding FY.
17. Chaplain candidates who have completed the ADT requirements of their program may enter the Chaplain Candidate Continuation Training Program. Candidates in this continuation training status must earn a minimum of 12 IDT points each R/R year unless the Directorate of Chaplain Individual Reserve Programs (HQ ARPC/HC) approves a waiver.
18. A twice deferred officer without a Military Service Obligation (MSO) or an officer who has reached maximum service but not maximum age, who is in the Active Standby in Reserve Section NC.
19. Volunteer members of Congress or pre-identified key employees who are in the Active Standby Reserve Section ND. Sanctuary officers not retained in position who are in the Active Standby Reserve Section NC.

**Table 1.2. Excusing Members for Failure to Perform Minimum Prescribed Training Duties.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If excusal concerns</b>	<b>and member is assigned to</b>	<b>then approval authority is</b>
<b>1</b>	the requirements in table 1.1	a general officer position	HQ USAF/REPS (see note 1)
<b>2</b>		unit positions	the immediate commander or an official delegated this responsibility in writing.
<b>3</b>		IMA positions	the program manager of assignment or their designated official.
<b>4</b>	50 point minimum training requirement as explained in para 2.3.	a general officer position	HQ USAF/REPS (see note 1)
<b>5</b>		other Ready Reserve sections	the immediate commander/program manager of assignment (see notes 2 & 3)

**NOTES:**

1. Request excusal in writing for all officers filling general officer positions. Send a copy of the approved request for file to HQ ARPC/DRG, 6760 E Irvington Pl #3000, Denver CO 80280-3000.
2. Request excusals in writing. Retain the approved request permanently in the AF Form 10, **Unit Personnel Record Group**, and on Master Personnel Record Group microfilm.
3. A commander/program manager has the authority to excuse or deny a member to take part in pay or point gaining activities if the member is recommended for involuntary reassignment to the Standby Reserve according to AFI 36-2115; or if the member is recommended for involuntary separation action according to AFI 36-3209, or court-martial charges have been preferred against a member.

## Chapter 2

### ALLOWABLE FEDERAL SERVICE FOR MEMBERS OF THE UNITED STATES AIR FORCE RESERVE (USAFR)

**2.1. Definition of Points.** Points determine a member's eligibility for retention both in Ready Reserve programs and in an Active Reserve status. Active Reserve status means any status other than an assignment to the Inactive Status List Reserve Section (ISLRS) or the Retired Reserve Section. See AFI 36-3203, *Service Retirements*, for the minimum amount of service required for retirement.

**2.2. Crediting Points and Satisfactory Federal Service.** Award one point for each day of active duty. Award one point for four hours of IDT, not to exceed 2 points per calendar day. ECI determines the number of study hours awarded for ECI courses. Award one point for each three study hours. Credit up to 15 points (prorate points for periods less than a year) for Active Reserve status membership for each R/R year. Points may only be credited to the date a member actually performed the duty, except in those activities where the cumulative method is authorized.

**2.3. Maximum Points Creditable.** No more than 365 points (366 for a leap year) are creditable in one R/R year. Credit a combined total of no more than 60 points for IDT, correspondence courses, and membership points. Satisfactory Federal Service cannot exceed the actual number of calendar days. Award a year of satisfactory federal service for retirement when a member earns a minimum of 50 points (including membership points) in their full R/R year. Award a partial year of satisfactory Federal service for retirement when the member earns the minimum number of required points (including prorated membership points) during a partial R/R year (see AFI 36-3203).

**2.4. Active Duty (AD) Points.** Points may be earned by AD during peacetime or mobilization. These points are credited under other armed forces or uniformed services directives and are creditable toward Reserve satisfactory service for retirement.

**2.5. Training, Pay, and Point Activities.** Tables 2.1, 2.2, and 2.3 specify the training and retired categories entitled to earn points.

2.5.1. IDT points may be earned as shown in tables 2.1, 2.2, and 2.3.

2.5.1.1. Equivalent Reserve Instruction (ERI). A USAFR member may receive ERI non pay points for attending a professional or trade convention that will increase the member's professional development or mobilization readiness.

2.5.1.2. Send ERI point eligibility requests, in advance, through the member's unit of assignment or IMA program manager for approval. Send all non-pay AF Forms 40A, **Record of Individual Inactive Duty Training**, for IMA medical personnel to HQ ARPC/SG for approval prior to performing duty. Award points when:

2.5.1.3. The member signs in with a designated military monitor or conference official.

2.5.1.4. The meeting must be at least 2 hours in duration before a member receives point credit. Award a maximum of one point per day for these activities.

2.5.2. Professional Military Education (PME). PME points may be earned by completing PME courses referred to in AFCAT 36-2223, *US Air Force Formal Schools*. The number of points earned

is based on the approved course hours for a seminar program and class attendance for in residence courses.

#### 2.5.3. Correspondence Courses:

2.5.3.1. Extension Course Institute (ECI) courses or correspondence courses administered by other services that meet Air Force requirements, and are related to the member's career field, or specifically authorized by a training program manager or MAJCOM monitor, may be taken for point credit.

2.5.3.2. An officer will not earn points in a course specified for enlisted members.

2.5.3.3. Point credit earned upon completion of ECI course examinations maybe credited to only one R/R year. A member may request the posting of points during the past R/R year if:

2.5.3.3.1. Supporting documentation warrants the adjustments.

2.5.3.3.2. The adjustment does not exceed 90 days before the actual course completion date documented on the certificate.

#### 2.5.4. Special Projects and Training. The unit of assignment or attachment designates the following activities to aid in completing a mission:

2.5.4.1. Liaison and Counseling. This entails face-to-face contact with the person for whom a specific program is planned. Examples are: a meeting with an applicant for the Air Force Reserve Officer Training Corps; the Air Force Health Professions Scholarship Program; or US Air Force Medical School Services Liaison Officer (MSLO) Program.

2.5.4.2. Public Information. Activities in this category bring favorable publicity to the Air Force or the USAFR. Examples include a presentation about the Air Force to a civic group or taking part in an Armed Forces Day activity.

2.5.4.3. Administration and Management. A member in an Individual Reserve program may earn points by preparing approved correspondence (studies, charts, analyses, etc.) that supports the mission of the individual program; writing or processing officer or enlisted member performance reports; coordinating or supervising personnel who support MAJCOM, HQ ARPC, or individual program manager directed activities.

2.5.4.4. Reserve Recruiting. A member may earn points for recruiting activities supporting the unit of assignment or another USAFR unit. Send report results of the recruiting effort to the commander of the unit of assignment. **NOTE:** As a rule, an individual involved in preparing correspondence, writing effectiveness reports, giving presentations to civic groups, etc., is not eligible for pay.

#### 2.5.5. Other Authorized Activities. The following activities may earn points:

2.5.5.1. Community Service Programs projects approved by the installation commander. These projects must benefit both the community and the Air Force or USAFR.

2.5.5.2. Routine periodic medical examinations (as required by AFI 48-123) made at a military facility at a time other than during a scheduled training period.

2.5.5.3. Planning, training, advising and consulting an Explorer Post of the Boy Scouts of America. An Air Force Reserve unit must be the sponsor of the post before members can earn point credit.

2.5.5.4. Duties the Selective Service System has approved.

2.5.5.5. Activities performed in the US Air Force MSLO Program. Health service officers in the USAFR on EAD cannot be appointed to the MSLO program. USAFR retirees in the MSLO program may take part voluntarily on a non point, non pay basis.

2.5.5.6. Members must get written authorization in advance for other activities authorized by the commander, program manager, or the proper staff officer for MAJCOM-assigned IMAs.

2.5.6. Points will not be awarded to an USAFR member for:

2.5.6.1. Social function (dining-in, military ball, etc.)

2.5.6.2. Attending sports events.

2.5.6.3. Attending a meeting of the Air Force Association, the Reserve Officer Association, or similar organizations.

2.5.6.4. Purchasing Air Force uniform items or getting an official photograph or identification card.

2.5.6.5. Taking part in Scout activities other than those specifically authorized in 2.5.5.3.

**2.6. Establishment of Retention/Retirement Date.** To establish a Retention/Retirement date see table 2.4.

**2.7. Point Data.** HQ ARPC keeps point data for each member on a computer record and on microfilm.

**Table 2.1. Training, Pay, and Point Activities (Selected Reserve).**

Training Category Designators		A	B								F	P
TYPES OF TRAINING	UNITS AND PROGRAMS	UNIT	IMA	9003ARVSSQS E L E C T I V E S V C M A	90018ARVSSQCHAPLA IN	90019ARVSSQME DIC AL	90055ARVSSQJAGDR	90033ARVSSQS E L E C T I V E S V C M D	90026ARVSSQS E L E C T I C A L	NPSENLI SSTEE E A W A I T I N G I A D T		
	TRAINING ACTIVITIES	1	2	3	4	5	6	7	8	9	10	
ACTIVE DUTY (1)	IADT/MPA TOURS	B	B	B	B	B	B	B	B	B		
	ADT/ADS (SCHOOL & RPA TOURS) (2)	B	B	B	B	B	B	B	B			
	ANNUAL TRAINING (AT)	B	B	B	B	B	B	B	B			
	REFLEX (3)	B										
INACTIVE TRAINING (1)	IDT/UTA/ET	B	B	B	B	B	B	B	A		B (4)	
	AFTP (5)	B	B									
	TRAINING PERIODS (TP)	B	B	B	B	B	B	B	A		B	
	TRAINING ACTIVITIES	1	2	3	4	5	6	7	8	9	10	
	TEACHING ACTIVITIES				B (6)	A			A (6)			
	FLIGHT TRAINING (5)	B	B			A (6)						
	PROFESSIONAL AND TRADE MEETINGS	B (7)	B (7)	A	A	B (7)	A					
	INSTRUCTOR DUTY AND PREPARATION (8)	A	A	A	A	A		A	A (6)			

Training Category Designators		A	B							F	P
TYPES OF TRAINING	UNITS AND PROGRAMS	UNIT	IMA	9003ARRVSSQS E L E C T I V E S V C M A	90018ARRVSSQCH A P L A I N	90019ARRVSSQME D I C A L	9005ARRVSSQJ A G D R	9003ARRVSSQS E L E C T I V E S V C M D	90026ARRVSSQS G M E D I C A L	NPSENLI SSTEEA W A I T I N G I A D T	NPSENLI SSTEEA W A I T I N G I A D T
	SPECIAL PROJECTS/ TRAINING (9)	A	A	A	A	A	A		A		
EDUCATION	PME SEMINAR PROGRAMS	A	A	A	A	A	A	A	A		
	CORRESPONDENCE COURSES	A	A	A	A	A	A	A	A	A	A
OTHER	PHYSICAL EXAMINATIONS (10)	A	A	A	A	A	A		A		
	MEMBERSHIP POINTS	A	A	A	A	A	A	A	A	A	A
	TRAINING ATTACHMENT AUTHORIZED (12)	Y	Y	Y	Y	Y	Y	Y	Y	N	Y

**LEGEND:**

**A = POINTS ONLY**

**B = PAY AND POINTS**

**C = PAY ONLY**

**Y = YES**

**N = NO**

**NUMBERS IN PARENTHESIS REFERENCE NOTES**

**NOTES:**

1. Telecommuting is authorized as a method to perform AT, ADS and Inactive Training; however, this method requires prior approval of the unit commander or program manager. Place the statement "Training to be accomplished by Telecommuting" in the remarks section of the AF Form 40a or AF Form 1289.
2. Approve RPA tours requiring travel, only when the tour is absolutely necessary.
3. Reserve Flexibility (REFLEX) Program. This program is open to designated unit medical critical specialists offering flexible training schedules to accommodate civilian professional commitments.
4. Category P members will perform normally one, but not more than two TPs for the purpose of enlisting and inprocessing for pay and points prior to IADT. Uniform requirements are waived while performing these TPs.
5. A member assigned to a Unit Manning Document (UMD) position reflecting a rated position identifier may receive pay and points.
6. Requires advanced approval from HQ ARPC/SG or HQ ARPC/HC (as appropriate).
7. With prior HQ AFRES/SG approval, Reserve unit health services officers may participate in the Continuing Health Education (CHE) program in place of IDT or AT. Category B personnel assigned to HQ ARPC/SG, must have concurrence from their unit of attachment and HQ ARPC/SGP.
8. Members may earn points while preparing or presenting an aerospace instructional or educational course for the Civil Air Patrol or Explorer Scout Post.
9. Special projects and training aid in completing a mission. For unit members, the unit commander or their designee must approve the activity. IMAs must have approval of their program manager. Telecommuting is authorized.
10. Routine physical examinations are authorized during a scheduled paid IDT.
11. The commanders of both the unit of assignment and attachment must approve training attachments. A member formally attached for training may earn points for participating in activities authorized by the unit of attachment.

**Table 2.2. Training, Pay, and Point Activities (Individual Ready Reserve).**

TRAINING CATEGORY DESIGNATORS		E									J				K
TYPES OF TRAINING	UNITS AND PROGRAMS	N N R P S	O R S R A	R R P S	9 0 0 2 A R V S Q C H A P L A I N	9 0 0 4 A R V S Q C H A P L A I N	9 0 0 1 A R V S Q C H A P L A I N	9 0 2 1 A R V S Q C H A P L A I N	9 0 2 5 A R V S Q J A G D R	9 0 2 7 A R V S Q A F R S R S P	O R S R C	9 0 2 0 A R V S Q M E D I C A L I R R	C H A P L A I N S E E N O T E 1	9 0 3 5 A R V S Q L E G A L I N T E R N	9 0 1 6 A R V S Q H E A L T H S C H O L A R
	TRAINING ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	14
ACTIVE DUTY	IADT/MPA TOURS			B	B	B	B	B			B				
	ADT/ADS (SCHOOL & RPA TOURS) (2)			A 3	A 3	A 3	A 3	B		B 4	B	B	C	C	
	ANNUAL TRAINING	B 5	B 5	A 3	A 3	A 3	A 3	A 3			B 6			C	
INACTIVE TRAINING	UTA/ET										A				
	AFTP (7)														
	TRAINING PERIODS (TP)			A	A	A	A	A			A	A			
	TEACHING ACTIVITIES							A			A				
	FLIGHT TRAINING (7)							A							
	INSTRUCTOR DUTY AND PREPARATION (8)			A	A	A	A	A			A				
	SPECIAL PROJECTS/ TRAINING (9)			A	A	A	A	A			A				

TRAINING CATEGORY DESIGNATORS		E									J				K
TYPES OF TRAINING	UNITS AND PROGRAMS	N N R P S	O R S R A	R R P S	9 0 0 0 2 A R V S Q C H A P L A I N	9 0 0 0 4 A R V S Q C H A P L A I N	9 0 0 0 1 A R V S Q C H A P L A I N	9 0 0 2 1 A R V S Q C H A P L A I N	9 0 2 5 A R V S Q J A G D R	9 0 2 7 A R V S Q A F R S R S P	O R S R C	9 0 2 0 A R V S Q M E D I C A L I R R	C H A P L A I N S E E N O T E 1	9 0 3 5 A R V S Q L E G A L I N T E R N	9 0 1 6 A R V S Q H E A L T H S C H O L A R
EDUCATION	PME SEMINAR PROGRAMS			A	A	A	A	A	A			A			
	CORRESPONDENCE COURSES			A	A	A	A	A	A			A			
OTHER	PHYSICAL EXAMINATIONS			A	A	A	A	A	A			A	A		
	MEMBERSHIP POINTS	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	TRAINING ATTACHMENT AUTHORIZED (10)	N	N	Y	Y	Y	Y	Y	Y	N	N	Y	Y	N	N

**LEGEND:**

**A = POINTS ONLY**

**B = PAY AND POINTS**

**C = PAY ONLY**

**Y = YES**

**N = NO**

**NUMBERS INDICATE REFERENCE NOTES**

**NOTES:**

1. 9017 ARV SQ. Chaplain candidates may enter into the Chaplain Candidate Continuation Training Program following certification of completion of the ADT requirements of the program. Candidates must earn a minimum of 12 points each R/R year unless HQ ARPC/HC approves a waiver. A member may earn IDT points when properly authorized by HQ ARPC/HC and a unit senior chaplain.
2. Approve RPA tours requiring travel, only when the tour is absolutely necessary.
3. Members in Reserve Sections MT and MX may perform up to a maximum of 12 days of non paid ADT, ADS, AT, or a combination of these per calendar year. **Member must reside within the corporate limits of the training site, no travel pay or per diem is authorized.**
4. AFROTC officers assigned to the Obligated Reserve Section - RC (ORS-RC) who participate in the Interallied Confederation of Reserve Officers (CIOR) military competition will receive pay, points, and credit towards their Total Active Federal Military Service Date (TAFMSD). HQ ARPC/DPK will prepare an ARPC Form 168, **Computation for AF Form 526.**
5. These members perform 1 day muster duty or 2 to 3 days of annual training to accomplish their annual screening requirements. Members performing the 1 day muster duty are authorized muster pay, but no points. Members performing the 2 to 3 days annual training may earn active duty pay and points. Members performing one day muster duty were authorized active duty pay and points until 30 September 1991. Members performing one day muster duty on or after 1 October 1991 are authorized muster pay, but no points.
6. Mandatory 5 day annual training (AT) for half stipend program candidates electing RSO payback in IRR. No more than a total of 12 active duty days per FY.
7. A member assigned to a UMD position reflecting a rated position identifier may receive pay and points.
8. Members may earn points while preparing or presenting an aerospace instructional or educational course for the Civil Air Patrol or Explorer Scout Post.
9. Special projects and training aid in completing a mission. For unit members the unit commander or their designee must approve the activity. IMAs must have approval of their program manager. Telecommuting is authorized.
10. The commanders of both the unit of assignment and attachment must approve training attachments. A member formally attached for training may earn points for participating in activities authorized by the unit of attachment.

**Table 2.3. Training, Pay, and Point Activities (Standby and Retired).**

<b>TRAINING CATEGORY DESIGNATOR</b>		<b>D</b>			<b>C</b>	<b>N</b>	<b>RETIRED</b>
<b>TYPES OF TRAINING</b>	<b>UNITS AND PROGRAMS</b>	<b>NARS NA NON OB LIG ATOR</b>	<b>NARS NB (1) OB LIG ATOR</b>	<b>NARS NC S AN C TU AR Y</b>	<b>NARS- ND K E Y E M P L O Y E E S</b>	<b>ISLRS I N A C T I V E S T A T U S L I S T</b>	<b>R E T I R E D  R E S E R V E</b>
ACTIVE	TRAINING ACTIVITIES	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
DUTY	ADT/ADS (SCHOOL & RPA TOURS)			<b>A(1)</b>	<b>A(1)</b>		
	ANNUAL TRAINING			<b>A(1)</b>	<b>A(1)</b>		
INACTIVE DUTY	TRAINING PERIODS (TP)			<b>A</b>	<b>A</b>		
	INSTRUCTOR DUTY AND PREPARATION (2)			<b>A</b>	<b>A</b>		
	SPECIAL PROJECTS/TRAINING (3)			<b>A</b>	<b>A</b>		
EDUCATION	PME SEMINAR PROGRAMS			<b>A</b>	<b>A</b>		
	CORRESPONDENCE COURSES (4)			<b>A</b>	<b>A</b>		
OTHER	MEMBERSHIP POINTS	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>		



cialty career fields if a more appropriate course is not available and the officer is unable to otherwise participate in TPs.

5. The commanders of both the unit of assignment and attachment must approve training attachments. A member formally attached for training may earn points for participating in activities authorized by the unit of attachment.

**Table 2.4. Establishment of Retention/Retirement (R/R) Year or Anniversary Year.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If member is assigned</b>	<b>and assignment is from (see note 1)</b>	<b>then R/R year begins (see notes 2, 3, &amp; 4)</b>
<b>1</b>	on or before 1 July 1949	an active Reserve status	on 1 July 1949
<b>2</b>	after 1 July 1949	an active Reserve status (see note 5)	the date member is placed on active Reserve status
<b>3</b>		an inactive status (see notes 6 and 7)	the date member returns to an active status
<b>4</b>	after 1 October 1995	initial entry into uniform service	upon initial entry (see note 8) into uniform service

**NOTES:**

1. New R/R date must show on the assignment order.
2. If an R/R date is incorrect, HQ ARPC/DPK corrects the error by changing the date and realigning points. HQ ARPC/DPK notifies the member and servicing MPF of an R/R date change.
3. The year of service for R/R begins on one day of one year and ends on the day before the anniversary of the next year (both dates inclusive), example: 1 July to 30 June.
4. The MPF should contact HQ ARPC/DPK for assistance to establish the new R/R date.
5. A new R/R date is not established when a member transfers between Reserve components, unless there is a break in active Reserve status.
6. For the purposes of this table, inactive status consists of: ISLRS, Inactive National Guard, Retired Reserve, civilian status, Health Professional Scholarship Program, Service Academies, TDRL, and ROTC. Any of these status' constitutes a break in service.
7. A new R/R date must be established when the member transfers from a regular component.
8. A new R/R date is not established when a member transfers between Reserve/Regular Components, unless the member enters into inactive status (see note 6).

## **Chapter 3**

### **INITIAL ACTIVE DUTY FOR TRAINING (IADT)**

#### **3.1. Initial Active Duty for Training.**

3.1.1. A non-prior service enlistee must perform IADT for a period of at least 84 days. Before being released from IADT, each enlistee must attend basic military training (BMT) and attend technical training to obtain the 3-skill level of the assigned Air Force Specialty. Waivers may be granted from the Air Force Functional Managers for award of 3-skill level if warranted and will be initiated by AFRES/RS.

3.1.2. Publish IADT orders at the time of enlistment but not later than 60 days before the reporting date. They must cite Title 10 U.S.C. 511(d) as the authority. Members must start the IADT not later than 270 days after the date of their enlistment. This requirement may be waived by AFRES/RS and will not exceed 1 year. Delays may be granted for several reasons, for example, waiting for the start-date of a required inresidence technical training course, waiting for a security clearance, helping a member resolve a temporary personal hardship, or correcting a temporary physical disqualification.

#### **3.2. Responsibilities for IADT.**

3.2.1. The Formal Schools Branch, HQ AFRES/ DPTF, determines the program requirements and student flow for BMT and for technical training. Only HQ AFRES, not subordinate units, may communicate directly with Air Education and Training Command (AETC), Air Force Materiel Command (AFMC), or individual technical training schools. In the second quarter of each FY, HQ AFRES verifies and projects their trained personnel requirements (TPR) for the current and budget years; identifies requirements by AFSC; sends their TPR to the Training Policy Division, HQ AETC/TTP, through the Training Management System (TMS). They also send an information copy of their TPR to the Directorate of Personnel, HQ USAF/REP.

##### **3.2.2. Responsibilities of the Enlisting Unit:**

3.2.2.1. If the attachment and training outlined above are not possible, the applicant must not be enlisted. The recruiting quotas must be sent back to HQ AFRES with a letter of explanation.

3.2.2.2. Ensures that the member meets Air Force weight standards (AFI 40-502) immediately before departure for IADT.

3.2.2.3. Immediately upon enlistment, the unit must begin processing the member for the appropriate security clearance required for the technical school or unit assignment.

##### **3.2.3. Unsatisfactory Participation While on IADT.**

3.2.3.1. If a USAFR member commits an offense that, in the opinion of the attached unit commander, demonstrates unsatisfactory participation, a documented report must be sent to HQ AFRES/DPA for processing and action. The attached unit commander may exercise the prerogative to initiate UCMJ or administrative board action under AFI 36-3209. If UCMJ or board action is initiated, it will be concluded at the unit of attachment to prevent delayed and inconsistent processing of the USAFR member. If the USAFR member is to be returned to the unit of assignment for processing and action, the unit of attachment publishes orders relieving the member from

attachment and directs him or her to the assigned servicing MPF, at which time the member reverts to inactive status.

3.2.3.2. Examples of unsatisfactory participation are:

3.2.3.2.1. Failure to comply with IADT orders.

3.2.3.2.2. Absence without leave.

3.2.3.2.3. Failure to complete a training course due to lack of effort or failure to achieve a three-skill level AFSC. (EXCEPTION: Failure to achieve a three-skill level due to incomplete processing of a security clearance required for award of an AFSC.)

3.2.3.2.4. Commission of an offense leading to discharge action (per AFI 36-3208) or a court-martial conviction.

3.2.3.2.5. Lost time, unless it is made up with the approval of HQ AFRES.

**3.3. Personal Hardship While on IADT.** The unit of attachment commander may initiate action to relieve Reserve members from IADT and discharge them for personal hardship. The commander may also relieve the member from technical training without relieving them from IADT, and return them to their designated unit. Upon resolution of the personal hardship, AFRES/DPTF attempts to return the member to the appropriate technical training. Reclassify or discharge members if return to the appropriate technical training is not possible.

**3.4. Retention on IADT.** The unit of attachment commander may involuntarily retain the member on IADT beyond the planned time span without the member's consent.

3.4.1. Retain an individual on IADT when: scheduled for a later technical training start date, through no fault of their own; HQ AETC is unable to provide training on some 3-level tasks; (authority: 50 U.S.C. App 454 (a)) or for other reasons required by law.

3.4.2. Release members processed for court martial under AFI 51-201, *Military Justice Guide*, or discharge under AFI 36-3209, *Separation Procedures for US Air Force Reserve Members*, from technical training but retain on IADT orders and return them to their designated unit for discharge processing.

3.4.3. When retaining members beyond the date specified for the end of their tour, amend the IADT orders to extend the tour and cite the authority. The unit of assignment must receive amended IADT orders as prescribed by AFI 37-128, *Administrative Orders*. For an extension to complete a formal course of instruction, the MAJCOM element offering the instruction must amend the order.

**3.5. Hospitalization and Disability.** Members receive the same medical care a RegAF member receives during an IADT tour. A member's dependents may receive medical care if the IADT order specifies that the active duty tour is for 30 days or more (authority AFI 41-115, *Medical Programs and Benefits*, and other applicable directives). A member receives pay and allowances while undergoing medical treatment or hospitalization, including processing under AFI 36-2902, *Physical Evaluation for Retention, Retirement, and Separation*. AFI 36-2902, chapter 8 contains requirements for evaluating a member on IADT who may have a physical defect that interferes with their availability for worldwide service (refer to AFI 36-2910, *Line of Duty and Misconduct Determination*, for line of duty (LOD) determinations).

**3.6. Issuing Uniforms.** AFI 36-3014, *Clothing Allowance for Air Force Personnel*, covers uniform item issue. Reserve personnel appropriation (RPA) funds cover the clothing costs.

### **3.7. Military Personnel Records.**

3.7.1. HQ ARPC maintains the Master Personnel Records (MPerR) for the USAFR.

3.7.2. The unit of assignment maintains the field personnel record (FPerR). When the member attends IADT the unit of assignment sends the FPerR and 25 copies of the IADT, orders to the MPF at the unit of attachment. AFI 36-2608, *Military Personnel Records Systems*, covers distribution of records.

**3.8. Elimination From Technical Training.** Upon a member's elimination from technical training school, the commander's options are:

3.8.1. Reclassify. Employment Element, DPMAE, is the OPR for reclassifying members into another AFSC according to AFI 36-2101, *Military Personnel Classification Policy*. The commander can request a school quota for the new AFSC if AETC concurs. When possible, accomplish reclassification actions before the member leaves the technical training center. The AFRES or ANG Liaison NCO at the technical training center will assist in this situation.

3.8.2. Reassign. The assignments section of the MPF is the OPR for reassigning members to ARPC according to AFI 36-2115 and current manning policy.

3.8.3. Discharge. Commanders should contact the MPF when discharging members according to AFI 36-3209.

### **3.9. Release From IADT.**

3.9.1. Release members after completing their tour, award of the 3- skill level, or unless they need to complete technical training. Members completing BMT and technical training with:

3.9.1.1. Seven or more days left to complete the minimum 84 days IADT time specified are returned to their unit of assignment unless otherwise specified in the tour order, for OJT. Release members upon tour completion.

3.9.1.2. Less than 7 days remaining on the tour, hold at the unit of attachment and release after completion of the tour.

3.9.2. The MPF at the unit of attachment must publish orders as prescribed by AFI 37-128 for members released from their tour for reasons other than the normal end of tour. Send five copies to the servicing AFRES MPF at the unit of assignment.

3.9.3. The MPF servicing the unit that ends the tour must either complete or arrange for the entire separation processing of the member. Before release of the member from IADT thoroughly review the member's health records.

3.9.4. Issue the DD Form 214, **Certificate of Release or Discharge From Active Duty**, according to instructions in this chapter and AFI 36-3202, *Separation Documents*. The servicing AFRES MPF for the unit of assignment issues the form. The completion date for the IADT tour is when the member returns to the place of entry on the tour. Include authorized travel days on the DD Form 214. The

37th Mission Support Squadron accomplishes the form for members who fail to complete basic military training.

## Chapter 4

### INACTIVE DUTY TRAINING (IDT)

**4.1. Crediting IDT.** A member may not perform inactive duty and active duty on the same day. The types of IDT are:

- 4.1.1. Training Period (TP). A 4 hour period of training, duty, or instruction.
- 4.1.2. Unit Training Assembly (UTA). A planned period of training, duty, instruction, or test alert completed by a Reserve unit.
- 4.1.3. Equivalent Training (ET). A training period accomplished in place of a scheduled UTA or TP.
- 4.1.4. Additional Flying Training Period (AFTP). A flying training period authorized for an individual in an authorized flying position.

**4.2. IDT Authorization.** All IDT must have advance authorization from the member's supervisor or program manager. IDT performed for pay must prepare a USAFR member for mobilization. Authorized IDT activities are shown in tables 2.1, 2.2, and 2.3. The certifying official documents all IDT on a mechanized AF Form 40, **Authorization for Inactive Duty Training**, for units or an AF Form 40a for reservists participating on an individual basis.

- 4.2.1. Travel pay is not authorized for travel to or from the place of IDT. Unit members, except for aircrew performing flight duty, are not authorized to perform travel during UTAs for the sole purpose of prepositioning a member for an active duty tour unless approved by the Numbered Air Force (NAF) commander or AFRES/CVA (for example: conducting Staff Assistance Visits).
- 4.2.2. See AFI 36-2504, *Reserve of the Air Force Officer Promotions*, for additional IDT requirements for general officers.
- 4.2.3. Only members in authorized positions may take part in aircrew flying training activities. IMAs may perform flight training in a nonpay, noninterference basis in order to maintain proficiency.
- 4.2.4. IDT can be performed in conjunction with AT, ADT, or ADS. Under no circumstances should ADT or ADS be combined with IDT for the purpose of providing travel expenses to the IDT location. Commanders and supervisors should ensure that all ADT/ADS tours performed in conjunction with IDT can be substantiated by a valid support or training requirement.

**4.3. Authorizing Official.** The authorizing official for IDT is the commander of the assigned unit, the IMA program manager, or a representative designated in writing.

#### **4.4. Scheduling UTAs.**

- 4.4.1. Unit commanders prepare an FY schedule for monthly UTAs. The commander may extend a UTA beyond the normally scheduled time to meet mission needs.
- 4.4.2. Training Flights or Teams. Training orders or a rescheduling letter is published before the date of the UTA. The orders or letter must list every member on the flight or team, specify who will supervise the training, and specify who will certify the attendance. The unit commander may grant the authority to set up these flights or team.

**4.5. UTA Schedule Reports.** The Wing Commander submits a consolidated schedule for all assigned units to Career Motivation & Participation Programs Branch, HQ AFRES/DPRVT, not later than 15 May for the next FY. HQ AFRES/DPRVT will provide the AFRES functional manager with copies not later than 1 July in order to update the Deployment Review Board (DRB) data file.

4.5.1. A wing or separate unit organized and trained to serve as a unit when mobilized may be divided into flights or teams. The flight team commander may schedule a UTA to permit better use of equipment or facilities, or to train with a flying squadron.

4.5.2. Submit notification of changes to the master schedule to AFRES/DPRVT at least 90 days before the proposed date. Forward an info copy of all changes involving AFRES airlift to the functional OPR.

**4.6. Rescheduling UTAs.** Unit commanders may reschedule UTAs for an entire unit, an individual or groups of individuals. Commanders must use discretion and sound judgment in employing this option. Rescheduled training will not be used as a substitute for equivalent training. Training performed during the rescheduled UTA must benefit individual training, unit training, and unit readiness to the same extent as the originally scheduled UTA. At minimum, commanders must clearly document that the rescheduled training is as effective for the member and unit readiness as the scheduled training. Training flight orders or the remarks section of AF Forms 40/40A or UTAPS Form 40A as appropriate will contain the statement, "Rescheduled UTA will provide the same type and quality of training as the originally scheduled UTA."

4.6.1. Rescheduled UTAs must be approved in advance and documented on a training flight order or AF Form 40a. Rescheduled training may be performed at any time during the same fiscal year. Do not honor after the fact rescheduling requests. Commanders may excuse missed training periods or approve equivalent training (ET). Commanders may grant an excused absence of a member based on the member's submission of adequate justification within 30 days prior to or 30 days following the missed UTA. Do not authorize excusals outside the 30-day period. The MPF will provide the unit commander a Report of Individual Personnel (RIP) when members accrue eight unexcused absences. The unit commander has 30 days from the date of the eighth unexcused absence to excuse those absences from the previous UTA, authorize ET, retain as a mobilization resource, or allow reassignment to consummate. It is possible to retain individuals as a mobilization resource only under the conditions authorized by AFI 36-2115.

4.6.2. Consider members performing active duty during a scheduled IDT as constructively present, do not authorize ET. This does not preclude the rescheduling of IDTs.

**4.7. Training Attachments.** To best meet training goals, a member (other than one assigned to a general officer position) may be attached for IDT to other than the unit of assignment, provided the member can be trained in DAFSC.

4.7.1. In most cases, IDT takes place at the unit of assignment or attachment. To enhance unit readiness or support a mission need, a unit (or part of a unit or individuals) may be sent to an alternate training site, if adequate facilities or equipment are not available at either the unit of assignment or unit of attachment. Most IMAs should be assigned to a single training location (STL) where all training (IDT and AT) is conducted. Regardless of training location, the member may be mobilized to the position to which they are assigned. The STL may be within the same command that has the manpower need or within another command. The final decision as to the location of the STL is made by the program

manager. In those cases where the STL policy is not feasible, IMAs may, at the discretion of the IMA program manager, perform IDT at an attached location, and perform annual training and mobilization requirements at the assigned location.

4.7.2. The unit of assignment gives the unit of attachment sufficient information about the member's mobilization duties so that training may be structured to allow for the performance of those types of tasks.

4.7.3. The program manager must approve training attachment before the training begins.

4.7.4. The US military unit, if it is located in a sovereign foreign nation, must have the permission of the host country to train a reservist residing in the nation. An overseas commander agreeing to attach an individual reservist for training who temporarily resides in a sovereign foreign country must submit an individual request for host-country approval through command channels to the applicable US Defense AttachÈ Office (USDAO). If the host country agrees, HQ ARPC will be provided the authorization for publishing orders to attach the IMA for training. The authorization must be provided before training starts. If the country objects, the USDAO will provide the facts and its recommendation through channels for submission to the Office of Assistant Secretary of Defense Reserve Affairs (OASD/RA).

4.7.5. If an Air Force Reserve member is attached to a non Air Force agency, the member's unit of assignment must provide the attached unit with instructions for preparing AF Form 40a.

4.7.6. Reserve component members of other US armed services may be attached for training with an Air Force unit, under the following conditions:

4.7.6.1. Proper training is not reasonably available in their own component, but is available in an Air Force unit.

4.7.6.2. The commander of the unit in which training is desired approves a request for the training in writing. The commander must include a statement relative to the type of available training for requests that are approved. Approved applications are processed according to the requirements of the individual's service.

4.7.7. With the concurrence of both commanders, a member of a Reserve unit may be attached to another AFRES unit or to an active duty unit that is equipped with similar aircraft or performs a similar mission.

4.7.8. A judge advocate, chaplain, or medical individual reservist may be attached for training to a Reserve unit only when the AFRES staff supervisor and the HQ ARPC program manager concerned concur. Medical unit commanders requiring the attachment of an individual reservist to their units will submit a request to HQ AFRES/SG. The request will contain identification of the individual, benefits to be derived by the unit, and estimated duration of the attachment. HQ AFRES/SG will act on the request and forward to HQ ARPC/SG.

4.7.9. A Military Advisory Assistance Group may not be designated as a unit of attachment.

**4.8. IDT Duration.** Base IDT on a 4 hour minimum for the award of one point, not to exceed two points per calendar day. The 4-hour period coincides with local duty hours and does not include meal breaks. In special cases, a program manager or an AFRES unit commander may waive the 4-hour minimum for a TP. Use this authority only in exceptional circumstances and not just for the personal convenience of the member. The member must attend the TP for at least 2 hours.

4.8.1. The program manager may designate activities for which the member may accumulate time spent (over 1 or more days) until reaching the 4-hour standard for one point. A member assigned to AFOSI may perform IDT by the cumulative method of time accounting to a maximum of 16 paid TPs per R/R.

4.8.2. For members performing IDT on a midshift basis, award two points for completing an 8-hour or more IDT in a 24-hour period.

4.8.3. A member earns one nonpay point for completing a routine physical examination during other than regularly scheduled IDT. Give credit for one TP to a member found not qualified for duty under a special physical examination given during a scheduled IDT.

**4.9. Equivalent Training.** Unit commanders may approve ET for individuals to make up an excused absence from a scheduled UTA. The following policies apply to ET:

4.9.1. ET is used when an individual is approved to make up an excused absence from a missed UTA. ET is appropriate when the criteria specified for rescheduled training cannot be met.

4.9.2. The training furnished during ET must meet at least the minimum standards set up for the member's AFSC and duty position. The training must be relevant to the member's job in the Reserve unit.

4.9.3. In accordance with 37 U.S.C. 206, paid ET is subject to the following limitations:

4.9.3.1. A maximum of four paid ET periods may be performed in a FY.

4.9.3.2. ET must be performed in the same FY as the missed UTA. ET not performed remains excused.

**4.10. Flying Training.** It is possible to perform flying training in IDT status worldwide. ADT remains the primary status for overseas missions. Additional Ground Training Periods (AGTP) are a form of AFTPs. Limit their use by aircrew members assigned to positions requiring performance of ground training, simulator training, duty, or instruction required by MAJCOM regulations. Medical Service Corps (MSC) officers may not perform AGTPs. These restrictions apply to AFTPs:

4.10.1. Limited to volunteers assigned to a position requiring flight duties.

4.10.2. They must each be at least 4 hours in duration and must not be used in place of a UTA or ET.

4.10.3. All reservists must use AF Form 3956, **Report of Inactive Duty Training Performance AGTP-AFTP (USAFR)**, or the automated AF Form 3956 to document and certify AFTPs and AGTPs.

4.10.4. Pay is not authorized for more than 16 AFTPs per quarter or 48 AFTPs per FY; or 24 AGTPs per FY. Pay is not authorized for more than 12 non simulator/computer based training (CBR) AGTPs per FY.

4.10.5. If a training session extends past 2400 hours, the time after midnight is included in the day the AFTP or AGTP began.

4.10.6. Pay for more than two training periods in 1 calendar day is not authorized.

4.10.7. Flight time for each AFTP must be logged in the unit-equipped aircraft. **EXCEPTION:** Flight surgeons assigned to units equipped with single-seat aircraft may perform AFTPs in other suit-

able aircraft. Aeromedical evacuation (AE) crew members, if certified in another aircraft, may perform AFTPs in other than primary aircraft.

4.10.8. Commanders and key supervisors above wing level who maintain currency in one type of aircraft, but have other types assigned to their units, are allowed to log AFTPs while flying in observer status or in a primary crew position. Flight pay is only authorized when flying in a primary crew position in the individual's primary assigned aircraft. When performing dual AFTPs, the first AFTP must be completed before the second is started, e.g. some flying time must be logged and four hours of training completed.

4.10.9. An ART will be in leave or compensatory status from civil service (paragraph 1.6) when performing preflight, flight, or post flight duties in connection with an AFTP or in the performance of ground training, simulator training, duty, or instruction associated with an additional ground training period.

4.10.10. All AFTPs are to be logged in reference to local date, time, and location that the crew duty day begins. There is no requirement to average AFTP flying time in order to qualify for payment. Operations Group Commanders will establish written local procedures for the management of AFTPs and AGTPs to include certifying and approving payment. Consecutive AFTPs must be approved in advance on the flight authorization.

4.10.11. Flight surgeons are exempt from the unit-equipped aircraft restriction, but must fly at least 50 percent of their annual minimums in primary unit aircraft if they are assigned or attached to operational units.

4.10.12. Reservists who are deployed in inactive duty status and who experience an uncontrollable mission delay, are authorized pay status until home station return.

#### **4.11. Documenting IDT Participation.**

##### **4.11.1. Unit members:**

4.11.1.1. At the beginning of UTA, each reservist attending the UTA signs in under the UTAPS. All sign-in and sign-outs at the completion of the UTA are consolidated and delivered to the Reserve Pay Office (RPO) for preparation of the pay transactions.

4.11.1.2. AF Forms 40 and 40A may be utilized for offsite UTA with no automated sign-in capability. However, the unit must load the data into UTAPS.

4.11.1.3. All UTA exceptions (excusals, rescheduled, unexcused, etc.) will be resolved at the sign-in station. No other station is authorized to resolve exceptions. All exceptions will be processed daily in the exact manner of a unit UTA.

4.11.1.4. The sign-in station monitor will backup the data base, and generate the mechanized AF Form 40, export diskette, and transmittal listing and forward to the intermediate or master station. Both the mechanized AF Form 40 and transmittals must be signed by an approved certifying official. Mechanized AF Form 40 is retained by the unit.

4.11.1.5. The unit commander will be solely responsible for the tracking and documentation of UTA participation. Upon completion of the UTA/IDT, the unit will forward the UTAPS export diskette to pay for consolidation. This data will be provided to MSS/DPMPE for participation

update. Any corrections to participation data once updated in the Personnel Data System (PDS), will require a copy of the AF Form 40a.

4.11.1.6. Air Reserve Technicians (ARTs) will document civilian duty day hours in block 17 "Remarks" of the AF Form 40a or AF Form 918 for inactive duty (UTA) performed on a civilian work day and must be certified by the civilian timekeeper.

4.11.2. Participating individual reservists will complete an AF Form 40a and send the original to:

4.11.2.1. Designated Reserve pay office (RPO) for pay, or

4.11.2.2. HQ ARPC/DPM for points only IDTs.

4.11.3. Use the AF Form 40a to certify all types of IDT except PME correspondence courses or AFTPs/AGTPs.

4.11.3.1. Complete (in advance) part I, II, and III of the form to authorize billeting and or subsistence as required.

4.11.3.2. The AF Form 40a will be typed or printed clearly in ink. All signatures must be in ink. All certification dates must be on or after the last date of training.

4.11.3.3. In section I, Personal Data, in the RPO/Unit block: IMAs will enter their Reserve Pay Office (RPO) only. Participating IRR and standby will leave blank. Unit reservists will enter their unit of assignment only.

#### **4.12. Reserve Unit Notification Procedures of Reassignment as a Result of Non participation:**

4.12.1. MSS/DPMPE will ensure participation data is promptly entered into PDS. DPMPE notifies the unit commander and DPMAE with RIP after an individual has eight or more unexcused absences. DPMAE ensures the member has been automatically projected for reassignment to ARPC to be effective 60 days from the date of the eighth absence.

4.12.2. Bonus participants require termination by HQ AFRES/DPRV prior to initiating any reassignment action. After receipt of the completed RIP or bonus termination from DPMPE, DPMAR will finalize the reassignment action and place the RIP in the individual's reassignment folder. The reassignment action will be consummated on the projected date of reassignment if the member is not returned to a participating status or retained as a mobilization resource. The commander should allow sufficient time (at least 20 days) before the effective date of change to strength accountability (EDCSA) to cancel the reassignment action.

4.12.3. For unit program members, file documents in the Commander's Personnel Information File. Such documents include letters, medical certificates, orders, memorandum of telephone calls, etc. Retention of participation documents could become critical for some administrative actions (i.e., discharges, demotions, recall, etc.). Documentation should be retained at least for the current, plus previous FY.

**4.13. Individual Reservist Nonparticipation.** For an individual Reservist, the MPF (HQ ARPC/DPM) will furnish the program manager a list of members who failed to meet the minimum training category requirements outlined in table 1.1; and members who are qualified for retirement but did not earn the required 50 points in their R/R year. The program manager determines what action to take in accordance with AFI 36-2115, chapter 4.

**4.14. Palace Chase Members.** A Palace Chase member who fails to participate is subject to recall to EAD by HQ AFMPC, according to AFI 36-3205.

## Chapter 5

### ANNUAL TRAINING (AT)

**5.1. Eligibility for Annual Training.** See table 1.1 for the AT authorizations and requirements. Tables 2.1, 2.2, and 2.3 show pay eligibility. Reservists assigned after 1 April (except those gained from another Selected Reserve program) do not have to perform AT during that FY. Reserve unit commanders will determine annual tour schedule. The supervisor will determine AT schedule in coordination with the program manager for individual Reservists.

**5.2. Ineligibility for Annual Training.** A member is not eligible for an AT if the member will reach mandatory separation date (MSD) or the end of their term of enlistment before the tour ends.

**5.3. Travel Restrictions.** Travel restrictions are contained in table 5.1.

**5.4. Travel Limitations.** Limit travel to a maximum of 4 calendar days per FY for unit members. For IMAs and medical IRR (Category J) limit travel to a maximum of 3 calendar days for FY, this reflects the maximum number of round trips authorized per person. Waiver authority for the travel day limitation is the unit commander for unit members. For IMAs and medical IRR (Category J) the waiver authority is the program manager. To save travel days, supervisors may permit late reporting during the morning of the first duty day, and early release during the afternoon on the last duty day.

**5.5. Approval Authority for AT.** Approval authority for AT for unit members is the unit commander. Approval authority for individual Reservists is the program manager.

**5.6. Requesting AT.** Individual reservists request AT on an AF Form 1289 through their supervisor and program manager. The AF Form 1289 should arrive at the Reserve Orders Branch, HQ ARPC/DROC, no later than 30 days prior to the tour start date. The tour should conform with the duty hours of the unit involved, and be scheduled to avoid loss of a productive day due to a legal holiday or weekend.

**5.7. Substitution of AT.** It is possible to substitute ADT or ADS for all or part of AT. Substitutions must have advance approval, and the member must complete the tour in the same FY. For unit members, substitutions for the AT requirement must be approved by the NAF or wing commander, or a unit commander who reports directly to a NAF. For an IMA, the program manager must approve the substitution. In order to substitute ADT for AT, a school tour of at least 9 academic days is required. To substitute for AT, the ADS tour must be for 12 consecutive days.

**5.8. Ordering a Member to AT.** The member is encouraged to volunteer for AT tours. However, an AT tour may be scheduled involuntarily to support mission needs. In such cases, the member must be given at least 60 days advance notification. Direct an individual to perform AT prior to the issuance of a written order only in unusual circumstances. The unit of assignment or attachment commander, or program manager must give verbal approval prior to performance of AT.

**5.9. Split AT.** It is possible to split the AT to accommodate special mission or training requirements.

**5.9.1. Do not schedule tours of ADT, ADS, or split tours of AT with IDT for the sole purpose of reimbursing members for travel to or from the place of IDT.** The supervisor must provide justifi-

cation for the split tour in the remarks section of the AF Form 1289. IDTs may be performed with split AT tours a maximum of two times per fiscal year.

An IMA may not perform a split tour when travel overseas is involved.

**Table 5.1. ADT, ADS, and AT Travel Restrictions.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If a member (see note 1)</b>	<b>and the training requirement</b>	<b>then the member may (see note 2)</b>
<b>1</b>	resides within the continental US (CONUS)	is programmed and approved in advance according to current programming cycles (see note 3)	train outside the CONUS
<b>2</b>		authorizes the member to participate in over water training flights and approved exercises or maneuvers, which are conducted in whole or in part within CONUS	
<b>3</b>		is not programmed or approved in advance and training is located outside the CONUS	not train outside the CONUS unless approved by the program manager (see note 4)
<b>4</b>	resides outside the 50 states or Puerto Rico	is programmed and approved in advance according to current programming cycles (see note 3)	train within the CONUS
<b>5</b>		authorizes the member to participate in over water training flights and approved exercises or maneuvers, which are conducted in whole or in part within CONUS	
<b>6</b>	is assigned to a unit located outside the 50 states or Puerto Rico but resides within CONUS	is not programmed or approved in advance and training is located outside the overseas theater	not train outside the overseas theater unless approved by the program manager (see note 4)
<b>7</b>	is assigned to a Reserve Unit	is located at a station other than their unit of assignment	be ordered to active duty at the station where training is to be performed at multiple locations, the individual is ordered to the first duty location with an itinerary showing other training stations (for AT see note 5)

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If a member (see note 1)</b>	<b>and the training requirement</b>	<b>then the member may (see note 2)</b>
<b>8</b>	is an Individual Mobilization Augmentee (IMA)	is located at a station other than the station of training attachment and the MAJCOM having the training requirement and the unit of assignment approves the training	be ordered to active duty at the station where the training is to be performed. ARPC pays travel to and from the member's residence. If the member is placed on further TDY, the MAJCOM requesting the training provides funding for travel and per diem using DD Form 1610
		is located at the station of training attachment and the unit of assignment approves the training	
<b>9</b>		is located at more than one station and the unit of assignment approves the training	be ordered to active duty at the first duty location with an itinerary showing other training stations (see note 6)

**NOTES:**

1. An IMA or medical IRR (Category J) living and assigned/attached within CONUS may not perform AT at an overseas location. An IMA or medical IRR (Category J) living and assigned/attached overseas may not perform AT in CONUS or outside overseas theater. **WAIVER AUTHORITY:** The program manager must provide justification to HQ ARPC/CC (or designated representative) for approval, unless the agency requesting more frequent training uses military air space available travel or otherwise funds the overseas travel and per diem.
2. Except when this table authorizes, a commander may not order a member to duty and then place the member on temporary duty at another location for the full period of ADT, ADS, or AT. When a member reports to a location for the sole purpose of transportation to an ADT, ADS, or AT training site, the active duty order must contain reporting instructions in the "Remarks" section (see note 5 of the deployment of unit on AT).
3. A training requirement programmed in advance is primarily mission related and independent of the individual member who is to receive the training. Also, program travel funds in advance (included in the current year appropriation) to support such a requirement. For an IMA assigned to a general officer position send a request for advanced approval to General Officer Matters, HQ USAF/DPG through the Office of Senior Officer Affairs, HQ ARPC/DRG.
4. Submit a request for waiver, with justification and documentation, through channels to the Directorate of Individual Reserve Programs, HQ ARPC/DR. **Waiver requests need to arrive 60 days in advance to allow time for processing.**

5. Time required for unit deployments must be included in the duration of AT and credited toward the 14 day requirement.
6. The approval authority cited in the AF Form 1289, section IV, must provide justification for "Variations in Itinerary" or travel to more than one location and forward with the AT application.

## Chapter 6

### SCHOOL AND SPECIAL TOURS OF ACTIVE DUTY FOR TRAINING (ADT) AND ACTIVE DUTY SUPPORT (ADS)

#### 6.1. Definition of ADT and ADS.

6.1.1. Special tours of ADT may be used to maintain or increase the member's mobilization readiness in support of Reserve needs. Authorized ADT must provide a primary training content to the member during tours involving organized and planned specialized skill training, flight training, combat crew training, unit conversion training, refresher and proficiency training, officer acquisition training, professional development education programs, etc.

6.1.2. Special tours of ADS may be used for projects that directly support Reserve component programs in which training for the member itself is not the primary objective, but a significant outcome. ADS projects include annual screening, unit conversion to new weapons systems, projects supporting study groups, training sites and exercises, short-term mission projects, administrative support functions, conferences, staff visits, and counter drug tours.

6.1.3. Use ADT tours to supplement AT and IDT when the member needs additional training to achieve or maintain a required skill or skill level in their assigned Air Force Specialty Code (AFSC). Use ADS tours to provide direct staff support to Reserve Component programs.

#### 6.2. Eligibility for ADT and ADS.

6.2.1. Only members in training categories A, B, E, and J are authorized to take part in ADT and ADS tours.

6.2.2. A member is not eligible to take part in ADT if:

6.2.2.1. Member is within 6 months of mandatory discharge or retirement (school tours must meet retainability prescribed by AFCAT 36-2223).

6.2.2.2. Member's enlistment expires before the end of the tour.

6.2.2.3. For individual reservists, officers must have at least one year retainability following graduation for all courses that are less than twenty weeks. Retainability for courses exceeding twenty weeks is three years following graduation. Enlisted members retainability is governed by AFCAT 36-2223, chapter 1.

6.2.2.4. Member belongs to the ORS, NARS, ISLRS, the Retired Reserve, or NNRPS. A member of NARS who has been transferred from the Ready Reserve because the member is a key employee may take part in ADT and ADS as long as it is at no cost to the government.

6.2.2.5. Air Force reservists are limited to a maximum of 139 ADS mandays in a FY. ADT or MPA mandays and AT are not included in this maximum. Any accrued leave days used (not sold and paid back to the member) during special tours count against this maximum.

**6.3. Scheduling ADT and ADS Tours.** ADT and ADS tours should conform with the duty hours of the activity. A tour should be scheduled to avoid the loss of a productive day due to a legal holiday and non-duty weekends. Tours are usually planned to coincide with the availability of training supervisors, aircraft, or equipment. Reservists attending schools that are closed during the holiday season will remain in

school tour status during the close-down period. They will be encouraged to take leave. No travel orders for the purpose of taking leave will be issued. Reservists remaining at the training location will be subject to performance of duty required by the training organization. Generating an ADT tour primarily for taking a physical examination is not authorized unless directed by a medical examination board. IDT can be performed in conjunction with ADT, or ADS. Under no circumstances should ADT or ADS be combined with IDT for the purpose of providing travel expenses to the IDT location. Commanders and supervisors should ensure that all ADT/ADS tours performed in conjunction with IDT can be substantiated by a valid support or training requirement.

**6.4. Travel Restrictions.** Table 5.1 contains travel restrictions. Program managers should only approve ADT/ADS tours with travel when absolutely necessary.

**6.5. Application Procedures for ADT and ADS Tours.** The application procedures for ADT and ADS tours are as follows:

6.5.1. AFRES units will request formal training as follows:

6.5.1.1. The commander/supervisor must submit a written request on each reservist that requires training provided by AFCAT 36-2223.

6.5.1.2. The requester will:

6.5.1.2.1. Obtain verification that funds are available to support the request.

6.5.1.2.2. After receiving verification of available funds, submit request to the servicing MPF/DPMAT.

6.5.1.2.3. The MPF/DPMAT will:

6.5.1.2.3.1. Ensure applicants meet course prerequisites and eligibility requirements.

6.5.1.2.3.2. Request training courses through the Training Management System (TMS). If the course is open allocated to the unit, submission through the TMS is not required.

6.5.1.2.3.3. Applications requiring a waiver, including ARTs, will not be input into the system until the waiver has been approved. Be sure to note in the "Remarks" that waiver has been approved and include the following information:

6.5.1.2.3.3.1. Title of course and name of location of the school.

6.5.1.2.3.3.2. Brief but informative description of course criteria.

6.5.1.2.3.3.3. A statement certifying that the candidate meets all course prerequisites.

6.5.1.2.3.3.4. Whether tuition or any other fees are/are not charged and, if so, the dollar amount. Also, indicate whether billeting is provided.

6.5.1.2.4. Do not use TMS to request quotas for:

6.5.1.2.4.1. Nonprior service members.

6.5.1.2.4.2. PME schools for which attendees are determined by the Central School Selection Board.

6.5.1.2.4.3. Courses not included in the TMS catalog.

6.5.1.2.4.4. Bulk allocation courses.

6.5.1.2.5. When requesting a quota through TMS the following information is required:

6.5.1.2.5.1. Course Title.

6.5.1.2.5.2. Dates member can attend school and how much notice member requires (for example, available to start school Jan XX through Jun XX with 2 weeks notice or member requires 60 days notice for employer).

6.5.1.2.5.3. If you have submitted more than one TMS request on a member, provide previous numbers and schools requested.

6.5.1.2.5.4. Home address (required for the following medical course: MIMSO, Battlefield Nursing, Health Services Administration, Combat Casualty Care, Preventative Dentistry, Base Dental Surgeon).

6.5.1.2.6. When a TMS quota request is entered, change the members training status code to "M" This action is necessary to properly monitor program.

6.5.1.2.7. When members are substituted into allocated quotas, ensure the TMS is updated.

6.5.2. Individual reservists requesting ADT (special) or ADS tours.

6.5.2.1. Member will submit an AF Form 1289 to the unit of assignment (through the unit of attachment) for completion of section III. The AF Form 1289 is then sent to the program manager for completion of section IV, (Air Force Elements, HQ USAF, and Selective Service will submit all requests to HQ ARPC/DRM). The form is then sent to HQ ARPC/DROC for publication of orders. When using the Travel Budget Accounting System (TBAS), an order file is created and electronically transmitted to HQ ARPC/DROC. Request must arrive at HQ ARPC/DROC at least 30 days before tour start date.

6.5.2.2. Individual reservists requesting ADT (school) will submit an AF Form 1289 to the program manager. The form is then sent to HQ ARPC/DRM for publication of orders. Request must arrive at HQ ARPC/DRM at least 60 days before class start date.

6.5.3. HQ AFRES/DPRVT maintains a special tour account at HQ ARPC whereby HQ AFRES or Reserve units may use IMAs when unit personnel are not available, or the project requires the unique skills of a selected IMA. The following procedures apply when requesting to use an IMA:

6.5.3.1. The IMA completes an AF Form 1289 if there is sufficient time before the individual will be required to begin duty. HQ ARPC/DROC requires a 30 day notice on all tours, if possible. The member then forwards the form to HQ AFRES/DPRVT for coordination with the appropriate HQ AFRES functional staff office. The remarks section of the form will contain a brief explanation of the tour to be performed. HQ AFRES/DPRVT then forwards the form to the individual's program manager for their concurrence/non-concurrence.

6.5.3.2. If approved the program manager sends the AF Form 1289 to HQ ARPC/DRM for coordination and routing to HQ ARPC/DROC for publication of orders and obligation of funds. If disapproved the program manager returns the form to HQ AFRES/DPRVT with a brief explanation of the non-concurrence.

6.5.3.3. Reserve units will not use IMAs on special tours without prior approval of HQ AFRES/DPRVT. Tour performed without prior approval may not be paid due to insufficient funds in the account at HQ ARPC.

6.5.4. An IMA general officer or colonel who is assigned to an IMA general officer position must process a request for an ADT or ADS tour through the program manager to HQ ARPC/ DRG for action.

6.5.4.1. An AF Form 1289, a letter or message containing all the same pertinent data, including the primary point of contact (name and telephone number), may be used to request an ADT or ADS tour.

6.5.4.2. Special tour funds to support an IMA general officer position are monitored by HQ ARPC/DRG. Except in an emergency or unusual situation, a tour request that contains a variation in itinerary should arrive at HQ ARPC/DRG at least 30 days before the tour start date.

6.5.5. A copy of all special tour ADT or ADS orders on AFRES commanders in general officer positions must be sent to HQ USAF/REPS.

6.5.6. Only in unusual circumstances should any individual be directed to perform ADT before the issuance of a written order.

6.5.7. HQ AFRES/DOU maintains a separate counterdrug account at HQ ARPC. Expenditures from this account can only be authorized by HQ AFRES/DOU. The following process applies to all IMA counterdrug tours:

6.5.7.1. The IMA completes an AF Form 1289. The members MAJCOM must be included on the section indicating the unit of assignment.

6.5.7.2. The member sends the AF Form 1289 and a resume to HQ AFRES/DOU for personnel selection process, coordination, and approval.

6.5.7.3. HQ AFRES/DOU sends the AF Form 1289 to the GMAJCOM for coordination or concurrence. The AF Form 1289 will then be forwarded by the GMAJCOM to HQ ARPC/DRAM for coordination throughout ARPC and the publication of orders.

**6.6. School Tour Eligibility.** A member takes part in a school tour to keep or increase proficiency in the duty AFSC or wartime tasking. For enlisted members school tours are identified in the Career Field Education and Training Plan (CFETP). This may include a school tour to retrain a member to meet mobilization needs. A school tour applicant must:

- Meet the prerequisites for the course.
- Meet the medical standards in AFI 48-123. Physical examinations for flying must be certified by HQ AFRES/SG before requesting a school tour allocation.
- Meet Air Force weight standards (AFI 40-502).

**6.7. Waiver of Prerequisites.** Program managers may ask for a waiver to the prerequisites for a course. The request for waiver must be sent through HQ AFRES/DPT or HQ ARPC/DRAM. According to AFCAT 36-2223, the member's orders must include an approved statement from the activity that granted the waiver. Do not request waivers for more than one prerequisite unless there is exceptional justification. Request for waivers are sent through training channels.

**6.8. Duration and Frequency of School Tours.** The duration and frequency of school tours are as follows:

- 6.8.1. Course length, travel time, and accrued leave determines the duration of the tour.
- 6.8.2. The frequency of attending school courses will be consistent with the need to maintain job proficiency in an individual's duty AFSC or with an approved retraining action. Other non AFSC related courses of 5 days' duration or more will be limited to one course per member within a period of 3 FYs. An individual selected by an approved school selection board to attend resident PME is exempt from this rule. A waiver to the FY limitation on course attendance may be granted if a school course is needed to keep or improve a member's mobilization readiness.
- 6.8.3. The member should request a waiver through the unit of assignment for unit members or the IMA program manager. It must be forwarded to HQ AFRES/DPT or HQ ARPC/DRM for approval.

**6.9. Responsibilities for Providing Formal School Training.** The following are responsibilities for providing formal school training:

- 6.9.1. United States Air Force Reserve (USAFR) formal training requirements are supported by active force schools. A Reserve member is eligible to attend the same classes as an active force member.
- 6.9.2. Reserve quotas for schools conducted by AETC, other MAJCOMs, services, and government agencies are processed by HQ AFRES/DPTF and HQ ARPC/DRM. Individuals and units will not contact schools directly regarding availability of quotas, class dates, or other school information.
- 6.9.3. HQ AFRES may also conduct selected courses within their own resources, provided that validated and funded manpower authorizations are available to support these courses.
- 6.9.4. Priorities for school training:
  - 6.9.4.1. If formal training cannot be conducted due to limited funds, prioritizing training requirements will be necessary. Because each unit's needs are different, a listing of courses is not possible for all to use. Each unit must compile its own list to determine the essential versus nonessential training needs. The courses that do not award an AFSC and are nice to have should receive low priority. The following guidance is furnished with the understanding that each unit must review its mission and establish priorities based on this review. Some areas to be considered in establishing these priorities are furnished for information.
    - 6.9.4.1.1. Initial skill acquisition courses at AETC resident schools or home station OJT entry level AFSCs for critical, bonus, and (or) Status of Resource and Training System (SORTS) AFSCs should receive top priority.
    - 6.9.4.1.2. Skill qualifying flying and flying related courses that are considered essential are also high priorities.
    - 6.9.4.1.3. Mandatory seven-level and officer AFSC awarding courses.
    - 6.9.4.1.4. Gaining MAJCOM required courses.
    - 6.9.4.1.5. Essential courses that would affect units C-status should also be supported before nonessential courses.
    - 6.9.4.1.6. Officer/airman PME.

6.9.4.1.7. Five- and seven-level advanced/lateral/supplemental courses should be limited to those who really have a need to attend.

6.9.4.1.8. Courses that do not award AFSC or lead to skill upgrade should receive low priority.

6.9.4.2. To help establish school request priorities, local commanders will form an informal school committee to review and prioritize known unit training requirements. Review this list frequently to realign requirements based on available school funds.

6.9.5. Progression training program:

**6.9.5. (AFRC)** The information contained in this supplement outlines allowable progression tours for crew members by weapons system and crew position. Not every crew position is authorized a progression tour. Units should check their applicable weapons system attachment to ensure aircrew members are authorized a progression tour prior to submitting AF Form 3955 or preparing the AF Form 938. Progression tours are unit funded, continuous orders, in Project 727, with Training Category Code "MG". Use attachments 2-83 as guides for suggested tour length. The tour lengths in attachments 2-83 should not be construed as absolute. A progression tour for two individuals assigned to the same or like units may vary depending on the courses each individual requires for qualification. All courses described in the tables are required for qualification to mission ready status. Any request for in-unit training of a required course shall be made according to the applicable weapons specific training instruction. The order of the courses listed in the supplement are for planning purposes only. The only time a given course must be attended prior to another is if that course is a pre-requisite for the follow-on course. For example, the basic flight engineer course must be attended prior to weapon system specific flight engineer course. Units may prefer a certain order of course attendance, that is, survival school, basic crew position school, then weapons systems specific school. This should be clearly identified on the unit training request to HQ AFRC/DP. It may not be possible to accommodate the request, due to lack of availability of training slots. There could also be a short break (4 - 5 days), between courses, such as Combat and Water Survival. Units should remain flexible in their expectations of course alignment.

6.9.5.1. Progression training applies only to aircrew members assigned to units with type aircraft approved for progression training for tours requiring 60 days or longer. Progression tours cover initial aircrew qualification up to, but not including, instructor or flight examiner status by crew position. Upgrade training to a higher crew position should be a part of the flying transition training school tour and not part of a progression tour. Once selected, student will reside within commuting distance of unit of assignment. Requirements for approved progression training courses are submitted through appropriate channels to the OPG/CC on AF Form 3955, **Request for Progression/Pipeline School Tour**, on an individual basis. Indicate name, grade, crew position, course, unit of assignment ("From" block), number of training days required for each portion of training, leave, and dates of training. Schedule of training will be specified in Part I, AF Form 3955. Undergraduate pilot training/undergraduate navigator training (UPT/UNT) are exempt from submission of an AF Form 3955 because they are automatically placed on progression/pipeline tours immediately following graduation from basic UPT/UNT and carried through the milestones prescribed for that particular weapon systems.

**6.9.5.1. (AFRC)** School quotas should be available for the courses required for the tour prior to submitting the request. Unit of assignment prepares progression tour orders for a UPT/UNT grad-

uate. The length of the order should not exceed the time identified in this supplement for UPT/UNT graduates for the specific weapon system and crew position. The training office should identify the class dates for those classes occurring in the near future. If there are any required courses that do not have a quota yet, the training office should provide an estimate of when the student can expect to be in each particular class. Specific class dates, and estimates when necessary, should be identified to the orders clerk for preparation of the AF Form 938. Progression tours should begin immediately following the UPT/UNT school tour. If there is a large break (30 days or more) between the graduation date of UPT/UNT and the first formal class, the unit, at the discretion of the wing commander, may elect to start the individual on their progression tour with OJT at home station. This time should be used to the maximum extent possible for unit specific/personal readiness training.

6.9.5.2. Submit AF Form 3955 in duplicate to arrive at the OPG/CC 60 days before the time frame desired to allow for proper staffing. The OPG/CC will return one copy indicating approval/disapproval. Submit request for extension of approved tours through OPG/CC to numbered Air Force (NAF) for approval as soon as a known requirement exists. Use original AF Form 3955 as a basis for the request indicating individual's current status of training and reason extension is required.

**6.9.5.2. (AFRC)** The base budget office should coordinate on the request and verify that sufficient RPA funds are available.

6.9.5.3. Conduct of training should meet approved criteria. Each wing is responsible for monitoring progression and milestones accomplished by students.

**6.9.5.3. (AFRC)** If a reservist is unable to complete the required training within the dates identified on the order and AF Form 3955, a request for extension of approved tour must be submitted. The request should also identify the new estimated completion date and identify any adjustments in class dates and total cost.

6.9.5.4. Accomplish progression training on a continuing basis. Breaks in tours are not authorized.

**6.9.5.4. (AFRC)** In the event (beyond the individuals or units control) a required training course allocation is lost or cannot be obtained, the individual may complete their progression tour by obtaining approval for a deviation from HQ AFRC/DOT. The deviation may end the tour without the completion of the course, which may be performed at a later date as a separate school tour. If a deviation is approved the order should be amended to reflect the adjustment for the class dates.

6.9.5.5. Students who are not progressing satisfactorily will be dropped from the program. Unsatisfactory trainees and trainees delayed in excess of 30 days will be dropped from the program. Medical interruption will be processed according to DoD Pay Manual.

6.9.5.6. Basic courses are not included in the progression training program. Schedule individuals to start progression training tours with a minimum of interruption in training after basic school completion.

**6.9.5.6. (AFRC)** Basic courses are 3-level awarding courses and UPT/UNT courses.

6.9.5.7. Progression tour lengths are established by weapon system and crew position. They reflect the time required for initial qualification and take into consideration the time required for reservists to obtain proper weapon system and mission orientation. Aircrew members who com-

plete initial qualification training before the projected milestone will, at the discretion of the squadron commander, remain on active duty status until completion of the progression tour for weapon system experience. This does not apply to progression tour extension.

**6.9.5.8. (Added-AFRC)** Individuals are only authorized one progression tour per airplane. For example, an individual is qualified as navigator on the C-141. That individual is authorized a progression tour for qualification to mission ready status. Once qualified to mission ready status, he or she is not authorized another progression tours for the upgrade to any other qualification on the C-141. However if that individual were to cross-flow into the C-130 program, he or she could again be eligible for a progression tour in the new aircraft.

#### 6.9.6. Flying transition training school tour.

6.9.6.1. Use flying transition training school tours for Reserve aircrew members receiving initial training, upgrade training, or requalification training when such training is not provided by the Air Force in a formal school, or the individual cannot attend the formal school and the in-unit training is approved in advance by HQ AFRES/DOT.

6.9.6.2. Minimum duration of tour is 3 days training for every 2 days expended in traveling to and from the training site. For example, a reservist requiring 1 day of travel to reach the training site and another day to return must perform 3 days training for a total of 5 days including travel.

6.9.6.3. Aircrew members performing duty on flying transition tour will be scheduled for in-flight duties.

6.9.6.4. The number of training days may vary due to progression training/experience qualification of the individual. In most cases, personnel with adequate flying time in the aircraft in which upgrading will need only a minimum of training to qualify for their positions. Therefore, the number of days requested should correlate with the specific training required. This consideration should be made, taking into account the training which is, or can be, accomplished during UTA, AT, AFTP, and other opportunities to participate in flying activities.

#### 6.9.7. OJT/AFSC Training:

6.9.7.1. Use OJT/AFSC training tours for reservists in their DAFSCs. Do not use these tours as substitutes for the individual's entire OJT program.

6.9.7.2. The immediate supervisor of the individual requiring the training initiates a written request for subject training. The following guidelines will be followed when considering an OJT/AFSC training tour:

6.9.7.2.1. A supervisor or trainer must be available to conduct training.

6.9.7.2.2. If training cannot be accomplished at the duty section or unit of assignment, a host unit or duty section may, upon mutual agreement, provide the required training.

6.9.7.2.3. The immediate supervisor identifies requirements for the trainee and coordinates with the individual who will provide the training.

6.9.7.2.4. The immediate supervisor ensures funds are available to support the tour and that training accomplishments are recorded.

6.9.7.2.5. All hands-on skill training at the unit will be in special tour status and will count toward the 139 day tour limit. Tours for OJT will be restricted to upgrade milestone require-

ments when the member has difficulty achieving the next skill level with scheduled IDTs and AT over the mandatory upgrade period. The OJT tour is limited to 45 cumulative days per upgrade event without a waiver.

6.9.8. A unit member's unit of assignment is normally responsible to ensure orders are published at least 30 days before class start date. The MPF/DPMAT is the OPR for providing guidance to all units on school tour orders under the guidelines of AFCAT 36-2223.

6.9.9. All unit members attending formal schools away from home station must out-process through the MPF before departing for school unless geographically separated from MPF.

**6.10. Establishing Requirements for School Quotas for IMAs.** The program manager must determine and justify school training requirements for each member assigned to them. The justification must indicate the member's assignment, grade, and AFSC, and state why the course is being requested and the number of reservists to be trained each year. If an existing course is not listed in AFCAT 36-2223, the justification must also include:

6.10.1. The course location, title, and length.

6.10.2. A statement indicating the member meets prerequisites.

6.10.3. A summary stating how the course will increase the member's mobilization potential.

**6.11. Programming Reserve Requirements for School Tours of ADT.** Programming Reserve requirements for school tours of ADT are as follows:

6.11.1. School tour requirements are compiled by HQ ARPC/DRM for an IMA.

6.11.2. Once each year, program managers must consolidate their school training requirements for all of their IMAs and send one copy of AF Form 101, **Reserve Requirements for School Tours of Active Duty for Training**, to HQ ARPC/DRM.

6.11.3. HQ ARPC/DRM consolidates all MAJCOM technical school IMA requirements and requests quotas during October for the subsequent FY through the training management system (TMS). The requesting agency will be notified if a quota cannot be obtained.

6.11.4. HQ AFRES/DPTF programs all unit Reserve school tour requirements.

6.11.4.1. HQ AFRES/DPTF will hold a training planning requirements (TPR) conference with the command functional manager twice a year. These conferences take place NLT 45 days before the HQ AETC TPR conference.

6.11.4.2. Each functional manager will review with HQ AFRES/DPTF all requirements for the AFSCs they monitor and confirm or adjust the school requirements for their courses.

6.11.4.3. HQ AFRES/DPTF will ensure that all requirements are input into the TMS for use by HQ AETC, other MAJCOMs, and other services.

6.11.4.4. Command functional managers will submit any out-of-cycle requirements changes to HQ AFRES/DPTF by letter. This letter must contain the course ID number, title, fiscal year concerned and what action is required.

6.11.5. HQ AFRES/DPTF consolidates their technical school requirements for unit members and updates TMS with the current school requirements.

6.11.6. School tours directly supporting a unit activation or conversion may precede the programmed activation or conversion date by 6 months.

**6.12. Action Taken After Receiving School Program Approval.** The following describes the action taken after receiving school program approval:

6.12.1. HQ AFRES/DPTF obtains and allocates the quotas for all unit members and gives reporting and administrative instructions.

6.12.1.1. HQ AFRES/DPTF suballocates Reserve school tours through the TMS. Allocations for those courses not listed in the TMS will be made by letter or message.

6.12.1.2. It is imperative that school tours be input to Defense Joint Military Pay System - Reserve Component (DJMPS-RC) in the correct training categories.

6.12.2. HQ ARPC/DRM obtains and allocates IMA quotas, publishes ADT orders (including fund citations), and gives reporting and administrative instructions. Requests for school tour orders must arrive at HQ ARPC/DRM at least 60 days before the class start date.

6.12.3. HQ AFRES/DPTF must notify the requesting agency if a quota cannot be obtained. HQ ARPC/DRM will notify the program managers if a quota cannot be obtained.

**6.13. Procedures for Filling, Deleting, or Changing Quota Requirements.** The following are procedures for filling, deleting, or changing quota requirements:

6.13.1. A Reserve unit that needs to delete or change unit member quotas must provide HQ AFRES/DPTF the reason for the change or deletion at least 55 days (80 days if a HQ USAF controlled quota) before the class start date.

6.13.1.1. Quota suballocation is confirmed in TMS.

6.13.1.2. Since TMS contains a provision for cancellation of spaces not confirmed in advance, it is imperative that the determination of whether or not a quota will be used is made as far in advance as possible. If it is anticipated that a quota will be used even though the individual cannot be identified at least 55 days in advance, advise HQ AFRES/DPTF accordingly. For quotas retained under this provision, provide TMS information as soon as possible.

6.13.2. IMAs. The program manager must send the IMA ADT school requests (except AFIT and DoD schools) on the AF Form 1289 to arrive at HQ ARPC/DRM at least 60 days before the class start date. AFIT and DoD school requests are submitted on AF Form 1289 and DD Form 1556, **Request Authorization, Agreement, Certification of Training, and Reimbursement**, at least 60 days before the class start date. IMA quotas will be automatically canceled if an AF Form 1289 (or DD Form 1556, when necessary) is not received at least 30 days before a class start date. The program manager must provide HQ ARPC/DRM the reason for any deletion or change at least 55 days (80 days if a HQ USAF controlled quota) before the class start date.

6.13.3. HQ AFRES/DPTF or HQ ARPC/DRM, in order to delete or change a quota must notify:

6.13.3.1. HQ AETC/TTP at least 45 days before the class start date when HQ AETC conducts the course or controls the quota.

6.13.3.2. HQ USAF/REP at least 70 days before the class start date when HQ USAF controls the quota.

6.13.3.3. Other agencies at least 60 days before the class start when either HQ AETC or HQ USAF does not control the quota or conduct the course.

**6.14. Submitting Unprogrammed Requirements for School Training.** A program manager will submit unprogrammed requirements with justification to HQ ARPC/DRM at least 90 days before class start date. Units submit unprogrammed requirement requests to HQ AFRES/DPT at least 90 days prior to class start date.

**6.15. General Guidelines for ADT and ADS.**

6.15.1. AFR 177-373, Vol 3, *Air Reserve Forces Pay and Allowance System*, attachment 4, must be used to determine the appropriate TCCs for MAs. HQ AFRES/FM determines the appropriate TCCs for unit members. Commanders or their designated representatives have the authority to determine the appropriate TCC to be used for ADT and ADS tours and must make sure appropriate TCCs are placed in all ADT and ADS orders.

6.15.2. Program managers must use care to minimize the costs for scheduled IMA conferences by restricting travel and registration fee requirements, when possible. Always look at on base facilities first.

6.15.3. Permissive Temporary duty (TDY) orders may be issued to members on ADT in a nonpay, points only status to participate in HQ AFRES-level or higher morale, welfare, and recreation events or training camps sanctioned by the Department of the Air Force. The permissive TDY will be at no appropriated fund cost to the government. For reservists who wish to participate in these programs, orders to ADT in a nonpay, points only status must be approved by HQ AFRES/CV.

6.15.4. Reserve units will submit their annual special tour requirements to their budget office for funding. AFRES staff offices having a need for special tour requirements will submit their annual program to HQ AFRES/FMA for funding.

6.15.5. Waiver process and authority. Count only special tour of active duty for support (ADS) toward the 139-day or the 179-day fiscal year limit on RPA days. Do not count any tour days for active duty for training (ADT), MPA mandays, and AT against the statutory fiscal year limit on RPA days. Approving officials must make sure special tours (ADS) are used for valid mission needs. Air Force reservists are limited to a maximum of 139 special tour days in a FY. Any accrued leave days used (not sold and paid back to the member) during special tours count against this maximum. Waivers to this limitation are allowed on a case-by-case basis to support critical needs. An accurate accounting system for managing, controlling, and reporting waivers will be set up at all levels of management. At a minimum, the justification for these waivers should address the mission essentially of the tour, the nonavailability of other reservists to conduct the training or do the tasks, and certification that the reservist has met participation requirements and other standards set forth in this volume.

6.15.5.1. For the USAFR unit program, the following two-tiered system will be used:

6.15.5.1.1. Waiver requests to exceed 139 days, but not to exceed 179 days in a FY, will be approved/ disapproved by the NAF/CCs. However, at their option, the NAF/CCs may delegate this authority to wing and detached group commanders.

6.15.5.1.2. The NAF/CCs will evaluate requests to exceed 179 days in a FY, and either disapprove them or provide justification for approval to AFRES/CVA. AFRES/CVA will evaluate the requests and either disapprove them or recommend approval to HQ USAF/REP. Once an

individual is approved to exceed 179 days, AFRES/CVA may approve additional days over those originally approved by HQ USAF/REP for the FY.

6.15.5.1.3. The AFRES/CVA will approve/disapprove waiver requests for personnel performing training for 179 days or less when requested by an AFRES staff office for tours at or in support of AFRES.

6.15.5.1.4. Wing commanders (if delegated the authority), NAF/CCs, and AFRES/CVA will establish specific waiver request formats to meet their management requirements for the 139-day waivers.

6.15.5.1.5. When requesting a waiver to exceed the 139-day limitation submit it on an individual basis and include the following:

6.15.5.1.5.1. Rank and name.

6.15.5.1.5.2. Social Security Number (SSN).

6.15.5.1.5.3. Unit of assignment.

6.15.5.1.5.4. AFSC in which duty is to be performed.

6.15.5.1.5.5. Number of days required over and above the 139 day limitation for the balance of the fiscal year.

6.15.5.1.5.6. Purpose (to include mission essential nonavailability of other reservists, and certification reservist has met participation requirements).

6.15.5.2. For over 179 day waiver requests, the following additional information will be provided:

6.15.5.2.1. Statement that the requested tour does not duplicate duties that are the responsibility of the assigned full time technician or civilian work force.

6.15.5.2.2. Explanation of the circumstances that preclude the use of alternative methods of accomplishing the task, such as use of civilian overtime, contract services, civilian overtime, and rescheduling, or the use of other reservists who do not require a waiver. NOTE: The fact that a member is available for extended duty is not a basis for justifying requests for waiver.

6.15.5.2.3. AFRES staff offices requesting waivers will obtain concurrence of the reservist's unit of assignment and forward a copy with their requests to HQ AFRES/DPRVT for processing to the AFRES Command Section for action. Appropriate NAF will be notified of action taken.

6.15.5.2.4. Field units will submit waiver requests for tours up to 179 days through training channels to the appropriate approving office. A copy of waivers approved at all unit levels will be forwarded to HQ AFRES/DPRVT.

6.15.5.2.5. Waiver requests for tours to exceed 179 days in a fiscal year will be submitted to HQ AFRES/DPRVT through training channels. Requests must include concurrence of commanders at each level. HQ AFRES/DPRVT will staff each request with the AFRES functional staff office and will prepare and send the request to HQ USAF/REP for their consideration. Under no circumstances will any individual be allowed to exceed the 179-day limit in a FY without the written authorization of HQ USAF/REP. HQ AFRES/DPRVT will notify the

appropriate NAF of action taken on each request. Intermediate command level disapproval constitutes final action.

6.15.5.2.6. AF Form 3957, **Individual Record of Training**, may be maintained for individuals who use special tours primarily to control the 139-day limitation. The form is self-explanatory. If a reservist transfers from one activity to another or is reassigned, AF Form 3957 should be transferred or forwarded to the new unit of assignment

6.15.5.3. For IMAs, the program manager sends the request to exceed the 139-day limitation to HQ ARPC/DR. HQ ARPC/DR will evaluate the request and either approve or disapprove it. Counter drug tours requested by HQ AFRES/DOU do not require a waiver to exceed the 139-day limit. HQ ARPC/DR evaluates requests to exceed 179 days in a FY, and either disapprove them or provide justification for approval to HQ USAF/REP. For mobilization assistants, general officer and colonels, the limit on ADT and ADS tours is 60 days per fiscal year. Requests to exceed the 60 days limitation must be sent to HQ USAF/REPS.

6.15.6. HQ AFRES/DPRVT will provide waiver summary statistics to HQ USAF/RE at the half fiscal year and at the end of each fiscal year. NOTE: When an individual is identified as having performed 90 RPA special tour days, the appropriate OPR will be notified and waiver requested if required.

6.15.7. AF Form 3954, **Man-Day Accounting**. This form may be maintained by units to manually account for special tours, school tours, and MPA tours. No other form will be designed for this purpose.

## **6.16. Action Taken on Completion of School or Special Tour of ADT or ADS.**

6.16.1. A Statement of Tour of Duty, AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, (computer-generated or hard copy), must be signed by the member, certified by the supervisor, and sent to the member's designated Reserve Pay Office (RPO) within 5 workdays after the tour is completed. For the IMA, the Statement of Tour of Duty may be precertified and submitted to the designated RPO any time after the official tour start date. The form must be signed by the member, certified by the training supervisor, and include the following statement in the remarks section: "I certify the member reported for duty at (specify 24-hour-day time) on (start date). I will immediately notify the member's designated RPO, by message, if the member does not complete the tour of duty as specified in this order. (Affix signature)".

6.16.2. An IMA serving on a special tour of 5 days or more must complete an end-of-tour report (reverse side of tour order) and give it to the supervisor within 10 workdays after the end of the tour. The supervisor must sign the report to indicate agreement with member's description of duties performed. The supervisor may file the report in the member's training documentation folder. If required, a copy may be sent to the member's program manager. The end of tour report is not required for school tours.

## **6.17. Special Restrictions on Utilization of RPA Special Tours in Conjunction With Commercial or Contract Activities.** When OJT or proficiency training is available only through participation with a commercial, contract activity:

6.17.1. The training will be conducted under the supervision of a qualified trainer designated by the applicable performance work statement.

6.17.2. Special tour requests will be initiated by the appropriate military organization responsible for the functional area supported by the performance work statement.

6.17.3. Certification of duty pay will be accomplished by the Reservist's military or Department of the Air Force civilian supervisor.

**6.18. Contracted Civilian-Acquired Training (CCAT).** CCAT is designed to increase the number of mission-qualified individuals in the Reserve components. It is an alternative to proficiency training and must be directly related to specific individual mobilization skill requirements.

6.18.1. Contract training is authorized when it is demonstrated that such training fulfills all military requirements, is less costly, and any of the following conditions exist:

6.18.1.1. The subject matter is not presented in the military service school system or requires extensive residence that precludes Reservists from attendance due to civilian employment considerations, or is a low density specialty not economical to export.

6.18.1.2. Military service school quotas have been requested but are not available to satisfy an identified training requirement specified by the military service concerned.

6.18.1.3. Residential instruction in military service schools is more costly than contracting.

6.18.2. Only fully accredited civilian institutions and industries may be used for CCAT. All existing laws and regulations on contracting from non-DoD sources must be observed.

6.18.3. HQ AFRES functional managers will initiate requests to establish CCAT when warranted. As a minimum, the functional manager should define the size and type of the population to be trained, the skills to be obtained, and the proposed source of the training. HQ AFRES/DPT and HQ AFRES/RS will jointly validate Reserve requests and forward those recommended for approval to HQ USAF/DPPE (through HQ USAF/REPP). HQ USAF/DPPE and the appropriate Air Force functional manager must evaluate and approve all proposed programs of instruction before any contract for training can be entered. Only HQ AFRES contracting officers are authorized to negotiate contracts for approved CCAT.

6.18.4. HQ AFRES/DPTF will maintain records reflecting cost per student hour, name of institution, and number of students trained per fiscal year for each of their CCAT programs, and will report required data to the Professional Development Center (PDC).

## Chapter 7

### RESIDENT PROFESSIONAL MILITARY EDUCATION (PME) ATTENDANCE OF AIR FORCE SELECTED RESERVE MEMBERS

**7.1. Eligibility for Resident PME.** Selected Reserve members eligible for resident PME include unit assigned members, ARTs, IMAs in Reserve Sections MA, MB, MC, ME, MR, and members on statutory tours.

**7.2. General Policy for PME.** PME is a requirement for promotion for enlisted personnel. AFI 36-2502, *Promotion of Airmen*, table 4.1 contains PME requirements for enlisted personnel and AFI 36-2301, *Professional Military Education*, table 5, contains PME eligibility criteria. It is highly recommended that officers complete PME. Completion may be by the resident, correspondence, or seminar method.

7.2.1. Due to the unique constraints confronting Reserve officers, few will attend PME in residence. Therefore, each Reserve officer is strongly encouraged to complete PME through nonresident methods.

7.2.2. Upon promotion to the appropriate military rank, credit for PME completed in civilian status is possible. Request such credit through the individual's MPF.

7.2.3. Nonresident completion of PME will not affect eligibility for resident attendance.

7.2.4. Noncompletion or Elimination From a PME School. When eliminating or disenrolling an Air Force Reservist from a PME school for any reason, the procedures outlined in AFCAT 36-2223, chapter 4, apply. The school sends a copy of the faculty board proceedings to HQ ARPC/DRM for IMAs, and to HQ AFRES/DPTF for unit assigned officers.

7.2.5. Qualified officers lacking the required security clearance, may apply for PME schools. If selected, obtain the proper security clearance before the class entry date.

### 7.3. Officer PME.

7.3.1. General Information and Policy. Reserve officers should complete Squadron Officer School (SOS), an Intermediate Service School (ISS), and a Senior Service School (SSS) during their careers. Completing PME is a factor considered by selection boards for officer promotions. Table 7.1 shows phases for completing the PME resident courses. Reimbursement of funds expended for all resident PME students is available to all unit commanders. Budget officers should contact the Directorate of Financial Management and Comptroller, HQ AFRES/FM, at the time of expenditure.

7.3.2. Eligibility. An officer is eligible to apply for resident PME under the following criteria:

7.3.2.1. Be in training or pay category A or B.

7.3.2.2. Meet the prerequisites in table 7.1.

7.3.2.3. Be within weight limits prescribed in AFI 40-502.

7.3.2.4. Have less than 16 years total active federal military service (TAFMS) as of 1 January of the fiscal year of class entry.

7.3.2.5. Not a deferred officer as defined in 10 U. S. C. 8368(a).

7.3.2.6. Has not been removed from a recommended list for permanent promotion.

7.3.2.7. Has not attended a resident PME course listed in table 7.1 within the last 3 years.

7.3.3. SSS and ISS. SSS graduates should receive follow-on assignments commensurate with the advanced education received. HQ USAF/REPS (Senior Officer Management) places colonels in key positions, with the exception of the centrally managed programs. These program positions are managed by the central managers. The HQ AFRES Career Management Board determines follow-on assignments for ART officers. HQ AFRES/DPO monitors assignments for unit SSS graduates and coordinates with HQ USAF/REPS to place these lieutenant colonels in key positions upon selection to colonel. HQ ARPC/DPR, in coordination with the program managers, works with HQ USAF/REPS to place lieutenant colonel IMA SSS graduates in key positions upon their selection to colonel. ISS graduates are managed by HQ AFRES/DPO, HQ ARPC/DPR, or the HQ AFRES Career Management Board, as appropriate, to ensure follow-on assignments are commensurate with the advanced education received.

7.3.3.1. CSSB Information. HQ ARPC/DRM coordinates selection of board members with HQ USAF/RE. The CSSB will meet during the first full week of December to select students for the next academic or fiscal year. The CSSB President will be the Deputy to the Chief of Air Force Reserves or their designee. The board will consist of five colonels or above, in addition to the President; one member from the unit Reserve program; one member from the IMA program; one member from the AFRES Manager Development Council; one Statutory Tour member to be rotated among HQ USAF/RE, AFRES, and ARPC, and the HQ USAF/REP. Each board member must have completed a SSS, preferably in-residence. HQ AU/CAR and NDU/CS/RA will be invited to the CSSB as non voting technical advisors. HQ ARPC/DRM notifies all board members of their appointments and coordinates with the protocol office, HQ ARPC/CCP, for all travel and billeting arrangements. In the event a supplemental CSSB is necessary and the board membership cannot remain the same due to unforeseen circumstances (reassignments, availability, etc.), the current Deputy to the Chief of the AF Reserve directs a replacement board member.

7.3.3.2. How to Apply. Members must contact the base MPF for PME application procedures. Submit application along with copies of the three most recent Officer Performance Reports (OPRs) and a full length photo (8x10 color (3/4 turn pose), without jacket, decorations worn on shirt). Any request for a waiver must accompany the application. Approved unit member applications must arrive at HQ AFRES/DPTF by the announced suspense date. All approved applications must arrive at HQ ARPC/DRM by 15 October of each year for the following academic or fiscal year program. HQ ARPC/DRM and HQ AFRES/DPT will publicize school start dates and selection board convening dates and establish suspense dates for submission of applications. The AFRES Manager Development Council screens the application. The Senior MA or designated representative or HQ AFRES/CV endorses and forwards the package to the CSSB for approval or disapproval.

7.3.3.2.1. Process applications for IMAs as shown in AFI 36-2301, table 6.2.

7.3.3.2.2. For statutory tour officers, the active duty supervisor completes section III of the application and forwards the application to HQ USAF/REPS NLT 15 September for endorsement. HQ USAF/REPS sends them to HQ ARPC/DRM.

7.3.3.2.3. HQ ARPC/DRM makes final screens of all applications for eligibility (HQ AFRES/DPTF does the initial screening of unit member's applications). Applications not meeting

established criteria are referred back to the program manager, HQ AFRES/DPTF, or HQ USAF/REPS for resolution.

7.3.3.2.4. For late applications, provide written justification for extenuating circumstances. The president of the CSSB may consider all referred late applications.

7.3.3.3. Waiver of Eligibility Criteria for ISS and SSS. CSSB must approve waivers of any eligibility criteria. The Reservist requesting the waiver of eligibility criteria must submit a letter of justification with the application through the supervisor to the program manager for endorsement by MAJCOM Senior MA for IMAs, or HQ AFRES/DPT, for unit assigned members.

7.3.3.4. Selection of Students. The CSSB normally meets during the first full week of December to select students for the next academic or fiscal year. HQ ARPC/DRM invites the Reserve Affairs Officers, HQ Air University/CCR, and National Defense University/CS/RA to the CSSB as nonvoting technical advisors. HQ USAF/REPP and HQ AFRES/DPT may send a representative to act as a technical advisor and support staff member.

7.3.3.4.1. The objective of using a board is to identify officers whose performance shows their potential for assignment to key field grade command or staff positions, or for assignment to positions at the highest levels or responsibility in the Air Force Reserve.

7.3.3.4.2. One quota for Air War College (AWC) and one quota for Air Command and Staff College (ACSC) is possible for officers in non-line specialties (chaplain, judge advocates, and health specialists). They are not eligible to attend other SSS or ISS programs.

7.3.3.4.3. The CSSB screens all officers identified as eligible and determines those most qualified to attend based on the whole-person concept. The CSSB aligns selectees, in priority order, to attend resident PME. The priority list includes primary attendees as well as alternates. After identification, the CSSB designates the officers to attend specific resident PME schools.

7.3.3.5. Report of CSSB Proceedings. The CSSB proceedings will contain:

7.3.3.5.1. Names of officers recommended for each course.

7.3.3.5.2. Names of officers considered by the board, but not recommended for attendance.

7.3.3.5.3. Statistical summary of the board proceedings.

7.3.3.6. Announcement of Selections. Once HQ USAF/RE approves the CSSB lists, HQ ARPC/DRM completes the following:

7.3.3.6.1. Prepares individual notification letters to primaries and alternates for signature by HQ USAF/RE.

7.3.3.6.2. Prepares individual notification letters to nonselectees for signature by HQ ARPC/CC.

7.3.3.6.3. Sends an electronic message notifying all units, program managers, and school commandants of the CSSB selections. The message will contain the ranks, names, SSNs, units of assignments and school designations for all selectees and alternates.

7.3.3.7. Removal from a PME Selection List. A commander may request a selectee's removal from a PME school selection list. Written request for removal must be processed through channels (unit members through HQ AFRES/DPTF, IMAs through their program manager) to arrive at

HQ ARPC/DRM at least 60 calendar days before the school start date. HQ ARPC/DRM will coordinate a replacement with HQ USAF/REPP.

7.3.3.7.1. The selectee loses retainability in the unit of assignment or IMA position through promotion or reduction in UMD authorization that makes the selectee an overage in the Reserve unit or IMA position, or for cause. HQ ARPC/DRM evaluates each request based on its own merit.

7.3.3.7.2. An officer attending the resident ISS or SSS and ordered to extended active duty (EAD) will complete the PME school before reporting to the unit of assignment.

7.3.3.7.3. Selectees must make their request for removal as soon as possible based upon the personal reason that prevents attendance at the PME school.

7.3.3.7.4. An officer removed from a PME school selection list is ineligible for consideration by the next school selection board.

7.3.3.7.5. HQ ARPC/DRM files a copy of the correspondence removing an officer from a PME school selection list according to AFI 36-2608, *Military Personnel Records Systems*.

#### 7.3.4. SOS.

7.3.4.1. SOS Information. See AFCAT 36-2223, *U.S. Air Force Formal Schools*, chapter 4, for course details. SOS graduates remain in their current assignment.

7.3.4.2. How to Apply. Unit personnel should apply to their MPF 60 days prior to class start date. MPF will submit request through TMS. IMAs must submit a completed PME application, with a record review RIP, through channels to arrive at HQ ARPC/DRM no later than 45 days before class start date. Statutory tour officers who wish to attend should submit a request in writing to HQ USAF/REPS, 90 days before class start date.

7.3.4.3. Waiver of Eligibility Criteria. All waivers for unit personnel must be submitted through HQ AFRES/DPTF prior to TMS input. IMAs requesting the waiver of eligibility criteria must submit a letter of justification with the application through channels to HQ ARPC/DRM.

7.3.4.4. Selection of Students. Unit selections are made at HQ AFRES/DPTF based on quota availability and eligibility requirements. IMA selections are made at HQ ARPC on an as needed basis. This is done via a selection board which convenes approximately 45 days before class start date.

7.3.4.5. Announcement of Selections. HQ AFRES/DPTF notifies the MPF through TMS. The MPF notifies unit members. HQ ARPC/DRM notifies IMAs individually of their status.

7.3.4.6. Removal or cancellations. Unit members request removal in writing through their MPF to HQ AFRES/DPTF not later than 30 days prior to class start date. IMAs request removal in writing to HQ ARPC/DRM.

#### 7.4. Enlisted PME.

7.4.1. General Information and Policy. See AFCAT 36-2223, chapter 4 for course details. Both unit members and IMAs may attend NCOA and SNCOA in residence. ARTs may attend in civilian status.

7.4.2. SNCOA.

7.4.2.1. How to Apply. Unit member applies through MPF to HQ AFRES/DPTS twice a year, normally August and December. IMAs apply to HQ ARPC/DRM twice a year, normally in March and June. A full length photo (8x10 color, 3/4 turn pose, without jacket, decorations worn on shirt) is required. Statutory tour members apply to HQ AFRES/DPTS twice a year, normally August and December. HQ AFRES/DPTS will notify units by message when applications are due.

7.4.2.2. Waiver of Eligibility Criteria. All waivers for unit personnel must be submitted through HQ AFRES/DPTF prior to TMS input. IMAs requesting the waiver of eligibility criteria must submit a letter of justification with the application through channels to HQ ARPC/DRM.

7.4.2.3. Selection of Students. HQ AFRES/DPTS, and HQ ARPC/DRM convene selection boards twice a year to make selections for statutory tour members, unit members, and IMAs respectively.

7.4.2.4. Announcement of Selections. HQ AFRES/DPTS notifies unit members' MPF via a message. HQ AFRES/DPT notifies statutory tour members individually. HQ ARPC/DRM notifies IMAs individually.

7.4.2.5. Removal or cancellations. Unit members request removal in writing through their MPF to HQ AFRES/DPTF not later than 30 days prior to class start date. IMAs request removal in writing to HQ ARPC/DRM.

#### 7.4.3. NCOA.

7.4.3.1. NCOA Information. See AFCAT 36-2223, chapter 4 for course details. Members must have a minimum score of 50 under General on the Armed Services Vocational Aptitude Battery.

7.4.3.2. How to Apply. Unit members apply through their chain of command to the MPF. HQ AFRES/DPTF distributes quotas to the MPF. IMAs submit applications through their program manager to HQ ARPC/DRM. Statutory tour members should apply through their supporting MPF (Reserve Recruiters apply directly to HQ AFRES/RS, HQ AFRES/RS notifies HQ AFRES/DPTF.)

7.4.3.3. Waiver of Eligibility Criteria. All waivers for unit personnel must be submitted through HQ AFRES/DPTF prior to TMS input. IMAs requesting the waiver of eligibility criteria must submit a letter of justification with the application through channels to HQ ARPC/DRM.

7.4.3.4. Selection of Students. For unit members, the wing commander has final selection authority. A board is highly recommended for this process. HQ ARPC/DRM selects IMAs on a first come, first serve basis.

7.4.3.5. Announcement of Selections. The MPF notifies unit members of their selection. HQ ARPC/DRM individually notifies IMAs.

7.4.3.6. Removal or cancellation. Unit members must request removal in writing through their MPF to HQ AFRES/DPTF not later than 30 days prior to class start date. IMAs request removal in writing to HQ ARPC/DRM.

**7.5. Professional Military Development Short Courses .** The Air Force does not consider courses conducted exclusively for reservists, as in AFCAT 36-2223, as PME courses. Graduates of Reserve courses may apply for resident PME schools if eligible.

7.5.1. Naval War College (NWC) Short Courses. *National Security Decision Making, Strategy and Policy*, and *Joint Military Operations* are offered once a year at the NWC. Each year the Air Force Reserve receives quotas on these two week courses (usually seven). These quotas are normally allocated based on applicant pool. Applicants must be Major or above and are selected on their academic and military background.

7.5.1.1. How to Apply. Unit members will submit an application endorsed by the wing commander listing the reservist's qualifications, reason for attending, and anticipated benefits of attending to HQ AFRES/DPTF. Statutory tour officers who wish to attend should submit a request in writing to HQ USAF/REPS by 1 October of the year prior to desired attendance. IMAs will submit a PME application and a records review RIP endorsed by the program manager to HQ ARPC/DRM.

7.5.1.2. Selection of Students. HQ USAF/REP, HQ AFRES/DP, and HQ ARPC/DR convene selection boards twice a year to make selections for statutory tour members, unit members, and IMAs respectively.

7.5.1.3. Removal or cancellations. Unit members request removal in writing through their MPF to HQ AFRES/DPTF not later than 30 days prior to class start date. IMAs request removal in writing to HQ ARPC/DRM.

7.5.2. Reserve Components National Security Course (RCNSC). Administered by the Institute of Higher Defense Studies. Curriculum consists of lectures, panel discussion, seminars and simulation exercises dealing with national security policy and defense resource management. Applicants must be Lt Col or higher in the field of mobilization preparedness, and hold a Top Secret/SCI.

7.5.2.1. How to Apply. Unit members apply through their chain of command to the MPF. IMAs will submit a PME application and a records review RIP endorsed by the program manager to HQ ARPC/DRM.

7.5.2.2. Selection of Students. HQ USAF/REP and HQ ARPC/DR convene selection boards twice a year to make selections for statutory tour members and IMAs respectively.

7.5.2.3. Announcement of Selections. Selectees will be notified individually.

7.5.3. Reserve Forces Course. Enhances professional knowledge by emphasizing combat support operations. Applicants are captains and majors with Secret clearances.

7.5.3.1. How to Apply. Unit members apply through their chain of command to their MPF. Statutory tour officers who wish to attend should submit a request in writing to HQ USAF/REPS by 1 October of the year prior to desired attendance. IMAs will submit a PME application and a records review RIP endorsed by the program manager to HQ ARPC/DRM.

7.5.3.2. Selection of Students. HQ USAF/REP and HQ ARPC/DR convene selection boards twice a year to make selections for statutory tour members and IMAs respectively.

7.5.3.3. Announcement of Selections. Selectees will be notified individually.

**7.6. Service Commitment.** Before reporting to class, all officers selected for attendance at resident PME must sign a statement of understanding (SOU) regarding obligated service incurred as a result of school attendance. Chapter 6 contains guidance for completing the SOU. The service obligation for SSS and ISS is 3 years; SOS is 1 year.

**Table 7.1. Reserve Basic Resident PME Eligibility.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Level</b>	<b>Eligible grade(s) (see note 1)</b>	<b>Total Federal Commissioned Service (TFCS) (see notes 2, 3 and 4)</b>
<b>1</b>	SSS	Colonel, Lt Colonel, Lt Colonel (Select)	fewer than 26 years
<b>2</b>	ISS	Major, Major (Select)	fewer than 18 years
<b>3</b>	SOS	Captain, Captain (Select)	fewer than 11 years

**NOTES:**

1. Members must pin on the appropriate grade before class start date.
2. The TFCS date is computed as of 1 Jan of the fiscal year of the class entry date.
3. Chaplain, legal, and health professions officers who apply for AWC or ACSC may exceed the maximum TFCS by the number of years of constructive service credited. The requirement for minimum retainability still exists.
4. ART eligibility will be stated in the remarks section of the PME application.

## Chapter 8

### THE AIR FORCE RESERVE RETRAINING PROGRAM

**8.1. Air Force Reserve Retraining Program.** The purpose of the Air Force Reserve Retraining Program is to assist in achieving and maintaining the level of trained personnel resources required to meet the needs of the Air Force Reserve. It allows retraining of prior service airmen who wish to enlist or be assigned to the Air Force Reserve. Continuous efforts must be made to eliminate unprogrammed overages and overgrades and fill positions through recruitment, accessions, leveling, and both voluntary and involuntary retraining. Every effort will be made to assign personnel in the awarded Air Force Specialty (AFS) required by each organization's Unit Manpower Document (UMD).

#### **8.2. Types of Retraining.**

##### **8.2.1. Voluntary Retraining:**

8.2.1.1. Action initiated by eligible airmen and/or recruiters for the purpose of retraining into a specialty to meet mission needs and attain effective manning levels.

8.2.1.2. Prior retrainees must acquire a skill level commensurate with the skill level of the AFSC from which previously retrained.

##### **8.2.2. Involuntary Retraining:**

8.2.2.1. Action initiated by a unit commander or designated representative to determine the disposition of personnel who become, for example, overages due to locally generated UMD reductions/changes, force structure changes, crew ratio reduction, medical UTC reduction, or weapons system conversions, withdrawal of an AFSC because of medical disqualifications, or the inability of a member to maintain currency requirements for flying status.

8.2.2.2. Involuntary retraining is primarily for the benefit of the Air Force Reserve, and does not require the concurrence of the member.

8.2.2.3. Retraining application is not required.

##### **8.2.3. Responsibilities.**

###### **8.2.3.1. HQ AFRES/DPMA.**

8.2.3.1.1. Administers/coordinates retraining policies and procedures.

8.2.3.1.2. In conjunction with command AFSC Functional Managers, monitors and evaluates the Air Force Reserve Retraining Program.

8.2.3.1.3. Coordinates functional manager disapproved requests for waiver of requirements specified in AFI 36-2101 and AFMAN 36-2108.

8.2.3.1.4. Forwards waiver requests recommended for approval by the unit to the applicable Air Force Reserve Functional Manager for approval or disapproval determinations.

8.2.3.2. HQ AFRES/RS in conjunction with HQ AFRES/DPMA will establish guidelines to ensure the enlistment/assignment packages for prior service retrainee are processed through the Personnel Employment Element, and approved before accession of the applicant. The responsi-

bility for the correct completion of recruiter generated retraining action is the responsibility of the individual recruiter.

#### 8.2.3.3. Unit Orderly Room.

8.2.3.3.1. Prepares Section I of the AF Form 3920, **Request for Reservist Voluntary Retraining**.

8.2.3.3.2. Verifies member retraining eligibility prior to initiating retraining application.

#### 8.2.3.4. Unit Commander.

8.2.3.4.1. Recommends approval/disapproval of retraining applications and certifies school funds availability.

8.2.3.4.2. May delegate this authority to the senior ART at geographically separated units (GSUs).

8.2.3.4.3. Disagreements between the gaining/losing commander and the Personnel Employment Element will be elevated to the wing commander for a final decision.

8.2.3.4.4. Recommend retraining only for those airmen who can be recommended for reenlistment and whose behavior, attitude, and record of performance are suited for subsequent duty assignment and are in compliance with AFIs 36-2903 and 40-402.

8.2.3.4.5. Gaining unit commander or designated representative will interview all personnel applying for retraining to a flying position and make appropriate recommendations on the retraining application.

8.2.3.4.6. Must ensure technical school quotas are requested and commanders must certify member's availability.

8.2.3.4.7. Ensures retrainees attend mandatory technical school within 12 months of approval.

#### 8.2.3.5. Military Personnel Flight (MPF)/Personnel Employment Element.

8.2.3.5.1. Verifies AF Form 1288, **Application for Ready Reserve Assignment**, or DD Form 1966, **Record of Military Processing- Armed Forces of the United States**, contain the retraining eligibility statement in the remarks section.

8.2.3.5.2. Coordinates Air Reserve Technician (ART) retraining actions with the local central civilian personnel office (CCPO).

8.2.3.5.3. Coordinates voluntary retraining applications.

8.2.3.5.4. Develops internal processing controls.

8.2.3.5.5. Assists airmen in determining eligibility to ensure members are qualified for duty positions IAW all governing classification instructions.

8.2.3.5.6. Ensures airmen do not voluntarily retrain out of shortage/critical AFSCs, in compliance with current AFRES/CV FY Manning Policy.

8.2.3.5.7. Identifies the "type" of waiver required when forwarding waiver requests to higher headquarters; for example: technical school, medical, aptitude score, AFSC prerequisites. Forwards technical school waiver requests to the MPF Education and Training Element for their recommendations.

8.2.3.5.8. Counsels retrainees on formal school retainability requirements as prescribed in AFCAT 36-2223.

8.2.3.5.9. Schedules unit applicants for retraining interview.

8.2.3.5.10. Completes final review, interview and acknowledges, approves/disapproves retraining application. AF Form 3921, **Retraining Approval**.

8.2.3.5.11. Forwards a copy of retraining approval/acknowledgments to the MPF Education and Training Element. AF Form 3921.

8.2.3.5.12. For internal retraining actions, blocks position on unit manning document (UMD) or the Reserve Management Vacancy System (RMVS).

#### 8.2.3.6. MPF Education & Training Element:

8.2.3.6.1. Requests formal school quota upon receipt of unit request and approved retraining application.

8.2.3.6.2. Reviews applicant technical school waiver documentation and insures completeness.

#### 8.2.3.7. MPF Career Enhancement Element.

8.2.3.7.1. Verifies member is or is not retraining out of, or into, a bonus AFSC. Individuals retraining from a bonus AFSC into a nonbonus AFSC require a continuation waiver form HQ AFRES/DPME, in order to continue receiving bonus payments in their new AFSCs. Retraining into balanced or overage AFSCs are not normally approved for continuation of bonus payments.

8.2.3.7.2. Current expiration term of service (ETS) must be a special interest item during the screening and coordination of the retraining request. Applicants who may be potentially eligible for bonus program participation, must be within 24 months of normal ETS upon completion of technical school in order to remain eligible for a bonus.

8.2.3.7.3. If approved, and upon completion of technical school, individuals may reenlist up to 24 months of normal ETS for a retraining bonus.

#### 8.2.3.8. Base Level Recruiters.

8.2.3.8.1. Determine members eligibility by complying with this manual and the current AFRES/CV FY Manning Policy.

8.2.3.8.2. Base level recruiters are not required to execute retraining applications. They will enter the retraining eligibility statement in the remarks section of DD Form 1966 or AF Form 1288. The statement will read, "I certify member meets eligibility for retraining into AFSC \_\_\_\_\_, from AFSC \_\_\_\_\_."

8.2.3.8.3. If a waiver is required, indicates type waiver on cover letter when forwarding requests to higher headquarters. For example, technical school, medical, aptitude score, AFSC prerequisite.

#### 8.2.3.9. Applicant:

8.2.3.9.1. Ensures all appropriate information for retraining is complete, to include extending/reenlisting for retraining eligibility.

8.2.3.9.2. Must apply for technical school within 12 months of retraining approval date or return to the position of the previously awarded AFSC, submit technical school waiver, or be reassigned to the IRR.

8.2.3.9.3. Will handcarry retraining application to losing/gaining commanders, as appropriate.

#### 8.2.4. Retraining Guidelines.

8.2.4.1. Normally airmen will be assigned throughout their enlistment in the AFSC in which first classified.

8.2.4.2. Airmen are recruited for training and assignment in a specific specialty, based on the current AFRES/CV FY Manning Policy, AF Reserve needs, and the member's qualifications.

8.2.4.3. All retraining actions must be into an AFSC manned at less than one hundred percent or into an AFSC that is authorized to have overages.

8.2.4.4. Applicants who have previously retrained are ineligible for voluntary retraining until they acquire a skill level in their current PAFSC commensurate with the skill level of the AFSC from which they previously retrained. Unit commanders can make exceptions for humanitarian reasons and for those members who two-time fail their CDC/EOC. Non-prior service (NPS) members will acquire the Journeyman skill level prior to requesting retraining.

8.2.4.5. Applicants must have at least 36 months remaining on their current enlistment to voluntarily retrain.

8.2.4.6. If additional retainability is required to meet AFCAT 36-2223 specifications, it will be obtained prior to the member attending technical school.

8.2.4.7. The Air Force Reserve will not involuntarily reassign personnel from one geographical location to another to maintain a balance of specific AFSCs in Reserve units.

8.2.4.8. Applicant must not be retraining out of a shortage AFSC.

8.2.4.9. Prior service accessions will only be retrained into another AFSC when the AFSC previously held is not authorized or there is no vacancy/authorized in the current AFSC. Wing commanders may deviate from this requirement to meet manning levels and mission needs. Local policy should be developed IAW local needs, budget, and mission.

8.2.4.10. A prior service accession from another service, with a military specialty that does not convert to an AFSC is not considered to be in a retraining status.

8.2.4.11. Retraining applications and interviews will be required for volunteer retraining only. They will be used as source documents to approve voluntary retraining actions and will be maintained by the Personnel Employment Element.

8.2.4.12. Upon approval of the retraining application, the member's Training Status Code (TSC) will reflect awaiting technical school.

8.2.4.13. Personnel who are displaced due to UMD changes must either be assigned against a valid authorization in any awarded AFSC, retrained as an overage in the current AFSC against a valid requirement as authorized by the commander, or voluntarily retrain to fill a valid authorization.

8.2.4.14. If the member does not voluntarily retrain to fill a valid authorization, the commander may initiate involuntary retraining.

8.2.4.15. If member declines any action to qualify for a position, reassignment to the IRR takes place in accordance with AFI 36-2115.

8.2.4.16. Members must be in compliance with AFIs 36-2903 and 40-502 prior to retraining approval.

8.2.4.17. Restrictions governing ARTs may be waived locally to meet civilian hiring requirements.

#### 8.2.5. Eliminated Retrainees.

##### 8.2.5.1. Without prejudice:

8.2.5.1.1. Gaining unit commander can retain and return to school previously attended,

8.2.5.1.2. Return to previous AFSC if vacancy exists with concurrence of gaining unit commander,

8.2.5.1.3. Assign to IRR IAW AFI 36-2115.

##### 8.2.5.2. With prejudice:

8.2.5.2.1. Return to previously held AFSC if vacancy exists with concurrence of gaining unit commander.

8.2.5.2.2. Assign to IRR IAW AFI 36-3209.

8.2.5.2.3. If member declines any action to qualify for a position, reassignment to the IRR takes place in accordance with AFI 36-2115.

#### 8.2.6. Special Instructions.

##### 8.2.6.1. Retraining into first sergeant, special duty identifier (SDI) 8F000.

8.2.6.1.1. Technical sergeants are eligible to retrain into first sergeant positions provided they meet the following mandatory requirements:

8.2.6.1.2. Be a volunteer.

8.2.6.1.3. Be eligible for promotion to master sergeant.

8.2.6.1.4. Possess an AFSC at the 7-skill level.

8.2.6.1.5. Be high school graduate or GED equivalent.

8.2.6.1.6. Have completed the NCO Academy (residence or correspondence).

8.2.6.1.7. Possess a minimum aptitude score of ADMIN 45 or GEN 58.

8.2.6.1.8. Each technical sergeant must agree, in writing, to meet the following additional requirements:

8.2.6.1.9. Complete the USAFR First Sergeant Academy, in residence, within 1 year. Completion is mandatory for award of SDI 8F000.

8.2.6.1.10. Agree to maintain proficiency, a high quality of leadership, fitness to perform, and fulfill without exception the duties and responsibilities of a first sergeant.

8.2.6.1.11. Upon appointment to first sergeant, the individual must be promoted to master sergeant (if the member is a technical sergeant) and an AF Form 224, **Recommendation and Authorization for Promotion of Airman as a Reserve of the Air Force**, processed according to the provisions of AFI 36-2502.

8.2.6.1.12. If the appointment requirements are not fulfilled, the individual will be demoted according to AFI 36-2503 and placed into an awarded AFSC vacancy or reassigned to the IRR by the unit commander.

8.2.6.2. Load Master/Boom Operator: A HQ AFRES/DO program has been approved to permit retraining of load masters into the boom operator career field. This retraining opportunity is available to prior service members currently assigned as load master, former load masters who have retrained to other areas, and former active duty load masters who desire entry into the Air Force Reserve (Palace Chase/Palace Front). The following guidelines apply:

8.2.6.2.1. Retraining must deplete 1A2X1 manning below 1AOX1 manning.

8.2.6.2.2. Restrictions on retraining out of chronically short skills is waived.

8.2.6.2.3. Current enlisted incentive (bonus) recipients are not eligible to retrain under this program.

8.2.6.2.4. Applicants from the load master career field must meet the following prerequisites:

8.2.6.2.5. Two thousand hours total time as an 1A2X1 (load master) aircrew member in C-5, C-141, or C-130 aircraft. (Does not include HC, WC, AC, MC, or EC 130s.) DO or a representative's signature on the retraining application will constitute certification of this requirement.

8.2.6.2.6. Be a volunteer.

8.2.6.2.7. 8.2.6.2.8. Meet medical (class III) standards for flying duty.

8.2.6.2.8. Meet physiological qualifications (initial phase).

8.2.6.2.9. Be a high school graduate.

8.2.6.2.10. Have 36 months left in current enlistment.

8.2.6.2.11. Possess general aptitude level of 51.

8.2.6.2.12. Ability to read, write, and understand the English language and perform fluent and effective two-way radio conversations.

8.2.6.2.13. Not be pending an assignment.

8.2.6.2.14. Not have other type of application for assignment/training pending.

8.2.6.2.15. Individual can be effectively used in the unit pending class start date.

8.2.6.2.16. Must possess or secure a Top Secret clearance.

8.2.7. Palace Chase/Palace Front Program.

8.2.7.1. The primary goal of these programs is to transition qualified personnel from Air Force active duty into the Air Force Reserve Forces.

8.2.7.2. If qualified, and a vacancy exists, personnel will be accessed into the AFSC from which they were previously awarded and qualified.

8.2.7.3. Palace Chase personnel must complete their Selective Reserve Service Contract obligation prior to becoming eligible for voluntary retraining.

8.2.7.4. Palace Chase personnel whose positions are deleted may voluntarily retrain to fill a valid requirement prior to completion of the obligation.

8.2.7.5. Palace Front personnel will comply with the retraining guidelines of this instruction.

**8.3. Forms Prescribed.** AF Form 40, **Authorization for Inactive Duty Training**, AF Form 40a, **Record of Individual Inactive Duty Training**, AF Form 101, **Reserve Requirements for School Tours of Active Duty for Training**, AF Form 1289, **Application for Active Duty Training (RPA Tours)**, AF Form 3920, **Request for Reservist Voluntary Retraining**, AF Form 3921, **Retraining Approval**, AF Form 3954, **Man-Day Accounting**, AF Form 3955, **Request for Progression/Pipeline School Tour**, AF Form 3956, **Report of Inactive Duty Training Performance-AGTP/AFTP (USAFR)**, AF Form 3957, **Individual Record of Training**.

ROBERT A. McINTOSH, Maj General, USAF  
Chief of Air Force Reserve

## Attachment 1

### GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

#### ***References***

Title 10, United States Code, Sections:

10149, *Ready Reserve: Continuous Screening*

10204, *Personnel Records*

10205, *Ready Reserves: Requirement of Notification of Change of Status*

12301, *Reserve Components Generally*

12319, *Ready Reserve: Muster Duty*

802, Art. 2.

10206, *Physical Examination*

8368, *Commissioned Officers: Effect of Failure of Promotion to Captain, Major, or Lieutenant Colonel*

DoDD 1200.7, *Screening the Ready Reserve*, April 6, 1984

DoDD 1200.15, *Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status,*

*Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay*, February 16, 1973 with changes 1 and 2

DoDD 1200.16, *Contracted Civilian-Acquired Training (CCAT) for Reserve Components*, May 30, 1990

DoDD 1205.14, *Enlistment, Appointment and Assignment of Individuals in Reserve Components*, May 24, 1974 with Reprint and Change 1

DoDD 1215.5, *Participation in Reserve Training Programs*, May 25, 1979

DoDD 1215.6, *Uniform Reserve, Training and Retirement Categories*, December 18, 1990 with Changes 1 and 2

DoDD 1215.9, *Initial Active Duty for Training in Reserve Components*, November 7, 1969

DoDD 1235.9, *Management and Mobilization of the Standby Reserve*, July 8, 1986

DoDI 1215.7, *Service Credit for Reserve Retirement*, October 16, 1993

AFCAT 36-2223, *U.S. Air Force Formal Schools* (formerly AFR 50-5)

AFI 36-3209, *Separation Procedures for U.S. Air Force Reserve Members* (formerly AFR 35-41, Vol 3)

AFI 36-3203, *Service Retirements* (formerly AFR 35-7)

AFI 36-3202, *Separation Documents* (formerly AFR 35-6)

AFI 36-3014, *Clothing Allowance for Air Force Personnel* (formerly AFR 35-52)

AFI 36-2910, *Line of Duty and Misconduct Determination* (formerly AFR 35-67)

AFI 36-2903, *Dress and Personal Appearance of Personnel* (formerly AFR 35-10)

AFI 36-2902, *Physical Evaluation for Retention, Retirement, and Separation* (formerly AFR 35-4)

AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program* (formerly AFR 35-41, Vol 4)

AFI 36-2608, *Military Personnel Records Systems* (formerly AFR 35-44)

AFI 36-2504, *Reserve of the Air Force Officer Promotions* (formerly AFR 36-11)

AFI 36-2301, *Professional Military Education* (formerly AFR 53-8)

AFI 36-2115, *Assignments Within the Reserve Components* (formerly AFR 35-41, Vol 1)

AFI 36-2101, *Military Personnel Classification Policy* (formerly 35-1)

AFI 40-502, *The Weight Management Program* (formerly AFR 35-11)

AFI 51-201, *Military Justice Guide* (formerly AFR 111-1)

AFI 37-128, *Administrative Orders* (formerly AFR 10-7)

AFI 41-117, *Education Programs for Medical Service Officers* (formerly AFR 169-5)

AFI 48-123, *Medical Examination and Medical Standards* (formerly AFR 160-43)

AFI 41-115, *Medical Programs and Benefits* (formerly AFR 168-4 and 168-2)

ANGR 36-014, *Administrative Discharge of Officers of the Air National Guard of the United States for Unfitness, Unacceptable Conduct, in the Interest of National Security, and Substandard Performance of Duty*

ANGR 39-10, *Administrative Separation of Airmen*

AFRES 40-22, *Duty Status and Additional Flying Training Periods of Air Reserve Technicians Performing Various Functions*

AFRES 45-3, *Reserve Flexibility (REFLEX) Program*

### ***Abbreviations and Acronyms***

**ACSC**—Air Command and Staff College

**AD**—Active Duty

**ADS**—Active Duty for Support

**ADT**—Active Duty for Training

**AETC**—Air Education and Training Command

**AFALO**—Air Force Admissions Liaison Officer

**AFMC**—Air Force Material Command

**AFOSI**—Air Force Office of Special Investigations

**AFRES**—Air Force Reserve

**AFSC**—Air Force Specialty Code

**AFTP**—Additional Flying Training Period

**AGTP**—Additional Ground Training Periods

**ANG**—Air National Guard  
**ANGUS**—Air National Guard of the United States  
**ARC**—Air Reserve Components  
**ART**—Air Reserve Technician  
**ARV SQ**—Air Reserve Squadron  
**AT**—Annual Tour  
**AWC**—Air War College  
**BMT**—Basic Military Training  
**CAPRAP**—Civil Air Patrol Reserve Assistance Program  
**CCAT**—Contracted Civilian Acquired Training  
**CDC**—Career Development Course  
**CHE**—Continuing Health Education  
**CIOR**—Interallied Confederation of Reserve Officers  
**CONUS**—Continental United States  
**CSSB**—Central School Selection Board  
**DoD**—Department of Defense  
**DRU**—Direct Reporting Unit  
**EAD**—Extended Active Duty  
**ECI**—Extension Course Institute  
**ERI**—Equivalent Reserve Instruction  
**EST**—Enlisted Specialty Training  
**ET**—Equivalent Training  
**ETS**—Expiration Term of Service  
**FOA**—Field Operating Agency  
**FPerR**—Field Personnel Record  
**FY**—Fiscal Year  
**HPSP**—Health Professional Scholarship Program  
**IADT**—Initial Active Duty for Training  
**IDT**—Inactive Duty Training  
**IMA**—Individual Mobilization Augmentee  
**IRR**—Individual Ready Reserve  
**ISLRS**—Inactive Status List Reserve Section

**ISS**—Intermediate Service School  
**JAGDR**—Judge Advocate General's Department Reserve  
**LOD**—Line of Duty  
**MAJCOM**—Major Command  
**MPA**—Military Personnel Appropriations  
**MPerR**—Master Personnel Record  
**MPF**—Military Personnel Flight  
**MSC**—Medical Service Corps  
**MSO**—Military Service Obligation  
**MT**—Military Technician Air National Guard of the United States  
**NAF**—Numbered Air Force  
**NARS**—Nonaffiliated Reserve Section  
**NGB**—National Guard Bureau  
**NNRPS**—Nonobligated Nonparticipating Reserve Personnel Section  
**OJT**—On-the-Job Training  
**OPR**—Office of Primary Responsibility  
**ORS**—Obligated Reserve Section  
**PME**—Professional Military Education  
**R/R**—Retention/Retirement  
**REFLEX**—Reserve Flexibility Program  
**RIP**—Report of Individual Personnel  
**ROTC**—Reserve Officer Training Corps  
**RPA**—Reserve Personnel Appropriations  
**RRPS**—Ready Reinforcement Personnel Section  
**RS**—Reserve Section  
**RSO**—Reserve Service Obligation  
**SAV**—Staff Assistance Visit  
**SOS**—Squadron Officer School  
**SOU**—Statement of Understanding  
**SSS**—Senior Service School  
**TAFMS**—Total Active Federal Military Service  
**TAFMSD**—Total Active Federal Military Service Date

**TDRL**—Temporary Disability Retirement List  
**TDY**—Temporary Duty  
**TFCS**—Total Federal Commissioned Service  
**TMS**—Training Management System  
**TP**—Training Period  
**TPDC**—Training and Performance Data Center  
**TPR**—Trained Personnel Requirements  
**U.S.C.**—United States Code  
**UCMJ**—Uniform Code of Military Justice  
**UMD**—Unit Manning Document  
**UNT**—Undergraduate Navigator Training  
**UPT**—Undergraduate Pilot Training  
**USAFR**—United States Air Force Reserve  
**UTA**—Unit Training Assembly

## Attachment 2 (Added) (Added-AFRC)

### \*\*E-3A PILOT

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS course	72	72
In Processing	5	5
Academics	14	14
Mission Planning	10	10
Flying Training	10	10
S-V80-A	17	0
S-V90-A	2	0
Review and Test	2	2
Accrued Leave	11	10
Travel Time	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>145</b>	<b>125</b>
 <b>Phase II</b>	 <b>Non-Prior Flyer</b>	 <b>Prior Flyer</b>
E-3 CCTS course	14	14
Mission Orientation	20	20
Mission Tactics	5	5
Review and Test	2	2
Accrued Leave	<u>4</u>	<u>4</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>190</b>	<b>170</b>

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\*\*Progression tour authorized for this crew position

### Attachment 3 (Added) (Added-AFRC)

#### **\*\*E-3A NAVIGATOR**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS Course	38	38
In Processing	5	5
Academics	14	14
Mission Planning	12	10
Flying Training	15	10
S-V80-A	17	0
S-V90-A	2	0
Review and Test	2	2
Accrued Leave	9	7
Travel Time	<u>2</u>	<u>0</u>
<b>Man-days</b>	<b>116</b>	<b>86</b>
 <b>Phase II</b>	 <b>Non-Prior Flyer</b>	 <b>Prior Flyer</b>
E-3 CCTS Course	14	14
Mission Orientation	20	20
Mission Tactics	5	5
Review and Test	2	2
Accrued Leave	<u>4</u>	<u>4</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>161</b>	<b>131</b>

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\*\*Progression tour authorized for this crew position

## Attachment 4 (Added) (Added-AFRC)

### \*\*E-3A FLIGHT ENGINEER

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS Course	75	75
In Processing	5	5
Academics	14	14
Mission Planning	12	10
Flying Training	15	10
S-V80-A	17	0
S-V90-A	2	0
Review and Test	2	2
Accrued Leave	12	10
Travel Time	<u>2</u>	<u>0</u>
<b>Man-days</b>	<b>154</b>	<b>126</b>
 <b>Phase II</b>	 <b>Non-Prior Flyer</b>	 <b>Prior Flyer</b>
E-3 CCTS Course	14	14
Mission Orientation	20	20
Mission Tactics	5	5
Review and Test	2	2
Accrued Leave	<u>4</u>	<u>4</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>199</b>	<b>171</b>

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\*\*Progression tour authorized for this crew position.

## Attachment 5 (Added) (Added-AFRC)

### \*\*E-3A MISSION CREW COMMANDER

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS Course	55	55
In Processing	5	5
Academics	14	14
Mission Planning	12	10
Flying Training	15	10
S-V80-A	17	0
S-V90-A	2	0
Review and Test	2	2
Accrued Leave	11	8
Travel Time	<u>2</u>	<u>0</u>
<b>Man-days</b>	<b>135</b>	<b>104</b>
 <b>Phase II</b>	 <b>Non-Prior Flyer</b>	 <b>Prior Flyer</b>
E-3 CCTS Course	14	14
Mission Orientation	20	20
Mission Tactics	5	5
Review and Test	2	2
Accrued Leave	<u>4</u>	<u>4</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>180</b>	<b>149</b>

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\*\*Progression tour authorized for this crew position.

## Attachment 6 (Added) (Added-AFRC)

### \*\*E-3A SENIOR DIRECTOR

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS Course	26	26
In Processing	5	5
Academics	14	14
Mission Planning	12	10
Flying Training	15	10
S-V80-A	17	0
S-V90-A	2	0
Review and Test	2	2
Accrued Leave	8	6
Travel Time	<u>2</u>	<u>0</u>
<b>Man-days</b>	<b>103</b>	<b>73</b>
 <b>Phase II</b>	 <b>Non-Prior Flyer</b>	 <b>Prior Flyer</b>
E-3 CCTS Course	14	14
Mission Orientation	20	20
Mission Tactics	5	5
Review and Test	2	2
Accrued Leave	<u>4</u>	<u>4</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>148</b>	<b>118</b>

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\*\*Progression tour authorized for this crew position.

## Attachment 7 (Added) (Added-AFRC)

### \*\*E-3A WEAPONS DIRECTOR

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS Course	78	78
In Processing	5	5
Academics	14	14
Mission Planning	12	10
Flying Training	15	10
S-V80-A	17	0
S-V90-A	2	0
Review and Test	2	2
Accrued Leave	12	10
Travel Time	<u>2</u>	<u>0</u>
<b>Man-days</b>	<b>157</b>	<b>129</b>
 <b>Phase II</b>	 <b>Non-Prior Flyer</b>	 <b>Prior Flyer</b>
E-3 CCTS Course	14	14
Mission Orientation	20	20
Mission Tactics	5	5
Review and Test	2	2
Accrued Leave	<u>4</u>	<u>4</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>202</b>	<b>174</b>

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\*\*Progression tour authorized for this crew position.

## Attachment 8 (Added) (Added-AFRC)

### \*\*E-3A AIR SURVEILLANCE OFFICER

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS Course	93	93
In Processing	5	5
Academics	14	14
Mission Planning	12	10
Flying Training	15	10
S-V80-A	17	0
S-V90-A	2	0
Review and Test	2	2
Accrued Leave	14	11
Travel Time	<u>2</u>	<u>0</u>
<b>Man-days</b>	<b>176</b>	<b>145</b>
 <b>Phase II</b>	 <b>Non-Prior Flyer</b>	 <b>Prior Flyer</b>
E-3 CCTS Course	14	14
Mission Orientation	20	20
Mission Tactics	5	5
Accrued Leave	4	4
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>221</b>	<b>190</b>

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\*\*Progression tour authorized for this crew position.

## Attachment 9 (Added) (Added-AFRC)

### \*\*E-3A SENIOR SURVEILLANCE TECHNICIAN

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS Course	31	31
In Processing	5	5
Academics	14	14
Mission Planning	12	10
Flying Training	15	10
S-V80-A	17	0
S-V90-A	2	0
Accrued Leave	8	6
Travel Time	2	0
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>108</b>	<b>78</b>

<b>Phase II</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS Course	14	14
Mission Orientation	20	20
Mission Tactics	5	5
Accrued Leave	4	4
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>153</b>	<b>123</b>

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\*\*Progression tour authorized for this crew position.

## Attachment 10 (Added) (Added-AFRC)

### \*\*E-3A AIR SURVEILLANCE TECHNICIAN

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS Course	51	51
In Processing	5	5
Academics	14	14
Mission Planning	12	10
Flying Training	15	10
S-V80-A	17	0
S-V90-A	2	0
Accrued Leave	10	8
Travel Time	2	0
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>130</b>	<b>100</b>
 <b>Phase II</b>	 <b>Non-Prior Flyer</b>	 <b>Prior Flyer</b>
E-3 CCTS Course	14	14
Mission Orientation	20	20
Mission Tactics	5	5
Accrued Leave	4	4
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>175</b>	<b>145</b>

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\*\*Progression tour authorized for this crew position.

## Attachment 11 (Added) (Added-AFRC)

### \*\*E-3A AIRBORNE MISSION SYSTEMS SPECIALIST

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS Course	55	55
In Processing	5	5
Academics	14	14
Mission Planning	12	10
Flying Training	15	10
S-V80-A	17	0
S-V90-A	2	0
Accrued Leave	11	8
Travel Time	2	0
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>135</b>	<b>104</b>
 <b>Phase II</b>	 <b>Non-Prior Flyer</b>	 <b>Prior Flyer</b>
E-3 CCTS Course	14	14
Mission Orientation	20	20
Mission Tactics	5	5
Accrued Leave	4	4
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>180</b>	<b>149</b>

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\*\*Progression tour authorized for this crew position.

## Attachment 12 (Added) (Added-AFRC)

### \*\*E-3A AIRBORNE COMMUNICATIONS SYSTEMS

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS Course	77	77
In Processing	5	5
Academics	14	14
Mission Planning	12	10
Flying Training	15	10
S-V80-A	17	0
S-V90-A	2	0
Accrued Leave	12	10
Travel Time	2	0
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>156</b>	<b>128</b>
 <b>Phase II</b>	 <b>Non-Prior Flyer</b>	 <b>Prior Flyer</b>
E-3 CCTS Course	14	14
Mission Orientation	20	20
Mission Tactics	5	5
Accrued Leave	4	4
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>201</b>	<b>173</b>

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\*\*Progression tour authorized for this crew position.

### Attachment 13 (Added) (Added-AFRC)

#### \*\*E-3A BATTLE DIRECTOR TECHNICIAN

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS Course	35	35
In Processing	5	5
Academics	14	14
Mission Planning	12	10
Flying Training	15	10
S-V80-A	17	0
S-V90-A	2	0
Accrued Leave	9	7
Travel Time	2	0
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>113</b>	<b>83</b>
 <b>Phase II</b>	 <b>Non-Prior Flyer</b>	 <b>Prior Flyer</b>
E-3 CCTS Course	14	14
Mission Orientation	20	20
Mission Tactics	5	5
Accrued Leave	4	4
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>158</b>	<b>128</b>

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\*\*Progression tour authorized for this crew position.

**Attachment 14 (Added) (Added-AFRC)**

**\*\*E-3A PASSIVE DETECTION SYSTEM OFFICER**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-Prior Flyer</b>	<b>Prior Flyer</b>
E-3 CCTS Course	93	93
In Processing	5	5
Academics	14	14
Mission Planning	12	10
Flying Training	15	10
S-V80-A	17	0
S-V90-A	2	0
Accrued Leave	14	12
Travel Time	2	0
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>176</b>	<b>146</b>
 <b>Phase II</b>	 <b>Non-Prior Flyer</b>	 <b>Prior Flyer</b>
E-3 CCTS Course	14	14
Mission Orientation	20	20
Mission Tactics	5	5
Accrued Leave	4	4
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>221</b>	<b>191</b>

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\*\*Progression tour authorized for this crew position.

## Attachment 15 (Added) (Added-AFRC)

### C-5 PROGRESSION TOUR MILESTONES

Milestones	Days
1. Pilot:	
39 (3 Missions)	
<u>16</u> (Deviations, Locals, etc.)	
55 - Milestone One	55
39 (3 Missions)	
<u>16</u> (Deviations, Locals, etc.)	
55 - Milestone Two	110
13 (1 Mission)	
<u>7</u> (Deviations, Locals, etc.)	
20 - Milestone Three	130
2. UPT Pilot	
53 (4 Missions)	
<u>16</u> (Deviations, Locals, etc..)	
69 - Milestone One	69
53 (4 Missions)	
16 (Deviations, Locals, etc..)	
<u>69</u> - Milestone Two	138
39 (3 Missions)	
<u>6</u> (Deviations, Locals, etc..)	
45 - Milestone Three	183
3. Second Flight Engineer	
30 (1 Mission)	
<u>30</u> (Deviations, Locals, etc..)	
60 - Milestone One	60

4. First Flight Engineer: Non-prior FE or Prior non-AMC FE  
(MUST COMPLETE SECOND FLIGHT ENGINEER UPGRADE PRIOR TO THIS PROGRAM)

65 (5 Missions)	
<u>25</u> (Deviations, Locals, etc.)	
90 - Milestone One	90
65 (5 Missions)	
<u>25</u> (Deviations, Locals, etc.)	
90 - Milestone Two	180
65 (4 Missions, 1 Evaluation)	
<u>25</u> (Deviations, Locals, etc.)	
90 - Milestone Three	270

5. First Flight Engineer: Prior AMC Qual FE  
(MUST COMPLETE SECOND FLIGHT ENGINEER UPGRADE PRIOR TO THIS PROGRAM)

65 (5 Missions)	
<u>25</u> (Deviations, Locals, etc.)	
90 - Milestone One	90
65 (5 Missions)	
<u>25</u> (Deviations, Locals, etc.)	
90 - Milestone Two	180
26 (4 Missions, 1 Evaluation)	
<u>19</u> (Deviations, Locals, etc.)	
45 - Milestone Three	225

6. Loadmaster:

65 (4 Missions)	
<u>12</u> (Deviations/Sys Tng)	
77 - Milestone One	77
65 (4 Missions)	
<u>12</u> (Deviations/Sys Tng)	
77 - Milestone Two	154

13 (1 Mission, 1 Evaluation)	
<u>8</u> (Deviations/Sys Tng	
21 - Milestone Three	175

## Attachment 16 (Added) (Added-AFRC)

### \*\*C-5 PILOT

Initial Qual	UPT	Non-prior C-5	Prior C-5 Qual
Unit In-processing and Indoctrination	3	3	
Block Training/Exams	26	5	5
Overwater Familiarization Flight	13	13	13
*HTTU Course C5P/C5PRQ	66	66	22
Post HTTU Processing	3	3	3
Local Area Orientation	1	1	1
Locals and Evaluation	36	0	15
Certification	1	1	1
*SV80A Combat Survival Tng	17	0	0
*SV90A Water Survival	2	0	0
Accrued Leave	30	20	8
Travel Time	4	4	4
Scheduling Deviation	8	5	5
Line Training	183	130	13
<b>Man-days</b>	<b>394</b>	<b>251</b>	<b>103</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

**Attachment 17 (Added) (Added-AFRC)**

**C-5 FLIGHT ENGINEER**

<b>Initial Qual</b>	<b>Non Prior FE or non prior AMC FE</b>	<b>Prior AMC Qual</b>	<b>Prior C-5 Qual</b>
In-processing	3	3	3
Block Training/Exams	5	5	5
Split Phase Tng	30	30	0
HTTU C5 FE	94	94	0
Post HTTU Processing	3	3	0
*SV80A Combat Survival	17	0	0
*SV90A Water Survival	2	0	0
Flying/Ground Training (2nd/ 1st)	60/300	225	30
Certification	1	1	1
Accrued Leave	38	31	4
Travel Time	4	4	0
Scheduled Deviation	5	5	5
<b>Man-days</b>	<b>**262/502</b>	<b>**406</b>	<b>48</b>

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*\*If required.*

**\*\*Progression tour authorized for this crew position.**

## Attachment 18 (Added) (Added-AFRC)

### \*\*C-5 LOADMASTER

Initial Qual	Non-prior Qual	Prior Qual LM	Prior C-5 Qual
In-processing	3	3	3
Split Phase Tng	30	30	0
HTTU/C5 LM	44	44	0
Post HTTU Processing	3	3	0
Block Training	5	5	5
SV80A Combat Survival Tng	17	0	0
SV90A Water Survival	2	0	0
System/Static Load Training	20	20	20
Flying/Ground Training	175	136	65
Certification	1	1	1
Accrued Leave	26	20	8
Travel Time	4	4	0
Scheduled Deviation	5	5	5
<b>Man-days</b>	<b>335</b>	<b>271</b>	<b>107</b>

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*\*If required.*

**\*\*Progression tour authorized for this crew position.**

## Attachment 19 (Added) (Added-AFRC)

### \*\*C-9 PILOT

**NOTE 1:** Completion of required training events within the time allotted to the progression tour constitutes attainment of required milestones.

Basic Copilot/First Pilot	Non-prior C-9	Prior C-9
In-processing	7	7
Ground School/ Simulator	35	35
Training Flights/Evaluation	15	15
Block Training/Exams	5	5
*SV80A Combat Survival Tng	17	0
*SV90A Water Survival Tng	2	0
Route Familiarization flight	3	3
Certification	1	1
Accrued Leave	11	8
Travel Time	4	2
Scheduling Deviation	5	5
Line Training Experience	<u>35</u>	<u>14</u>
<b>Man-days</b>	<b>140</b>	<b>97</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 20 (Added) (Added-AFRC)

### C-9 FLIGHT NURSE

<b>C-9 Flight Nurse</b>	<b>Civilian Qual C-9 FN</b>	<b>to Prior Service, Nurse to Qual C-9 FN</b>	<b>Gen- Prior Service, FN to Qual C-9 FN</b>
<u>Qualification</u>			
Physiological Tng	5	5	1-5
Ground Training	10	10	10
C-9 qualification	4	4	4
Travel Time	2	2	2
Initial Flt Check	2	<u>2</u>	2
<b>Man-days</b>	<b>23</b>	<b>23</b>	<b>19-23</b>

**NOTE 1:** All Flights are on live aeromedical evacuation missions. Frequency of flights more conducive to training program.

**Attachment 21 (Added) (Added-AFRC)**

**C-9 MEDICAL TECHNICIAN**

<b>C-9 Medical Tech Qualification</b>	<b>Non-prior Service C-9 Qualification</b>	<b>Non-flying Prior Service to C-9 Qualification</b>	<b>Flying Prior Service to C-9 Qualification</b>
Physiological	5	5	1-5
Ground Training	11	11	11
C-9 Instruction	10	10	10
Travel Time	2	2	2
Proficiency Eval	<u>3</u>	<u>3</u>	<u>3</u>
<b>Man-days</b>	<b>31</b>	<b>31</b>	<b>26-31</b>

**NOTE 1:** All flights are on live aeromedical evacuation missions. Frequency of flights more conducive to training program.

## Attachment 22 (Added) (Added-AFRC)

### \*A-10 PILOT

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Conversion Tng</b>	<b>Prior Experience</b>	<b>A-10 **Prior FTR Experience</b>	<b>TAC/ No Prior TAC/FT Experience</b>
***Course AT38AJOAA	0	0	42
***Course AT38BRXOAA	6	6	0
Course 10OBOAPD	0	0	135
Course A-10OOTXAPD/TX-1	0	113	0
Course A-10OOTXAPD/TX-2A/B	<u>81</u>	<u>0</u>	<u>0</u>
<b>Man-days</b>	<b>87</b>	<b>119</b>	<b>177</b>

### **Home Station Tng**

Local Indoctrination	2	2	3
Mission Qualification Tng	15	20	40
Tactical Study/Projects	0	0	20
Review and Certification	2	2	3
Local Evaluation	2	2	2
<b>Man-days</b>	<b>21</b>	<b>26</b>	<b>68</b>

### **NVG Qual**

Course A10OONVGPD	9	9	9
Evaluation & Certification	<u>5</u>	<u>5</u>	<u>5</u>
<b>Man-days</b>	<b>14</b>	<b>14</b>	<b>14</b>

Joint Air Attack Team	0	15	0
<b>Total Man-days</b>	<b>0</b>	<b>15</b>	<b>0</b>

Defensive Air Combat (Baron) Tng	7	0	7
<b>Man-days</b>	<b>7</b>	<b>7</b>	<b>0</b>

Accrued Leave	13	17	22
Travel Time	6	4	6
Combat Search and Rescue	20	0	20
Evaluation & Certification	<u>3</u>	<u>3</u>	<u>0</u>
<b>Man-days</b>	<b>23</b>	<b>23</b>	<b>0</b>
<b>Total Man-days</b>			
<b>for Tng</b>	<b>171</b>	<b>221</b>	<b>287</b>

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\*Progression tour authorized for this crew position.

\*\*See MCI 11-A/OA10, Vol 1,

\*\*\*Pilots with no prior fighter experience will normally require T-38 fighter lead-in training.

**NOTE 1:** Pilots will have A-10 experience before attending IP/TAC Fighter Weapons Instructor School or entering Flight Examiner Certification

## Attachment 23 (Added) (Added-AFRC)

### **\*\*KC-10 PILOT**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

Initial Qual Copilot (UPT Graduate)

#### Phase 1A

Ground School (CCTS)	35
Simulator (CCTS)	<u>25</u>
<b>Man-days</b>	<b>60</b>

#### Phase 1B

Indoctrination	5
*SV80A Combat Survival Tng	17
*SV90A Water Survival Tng	2
Initial Qual Flying Tng	45
Initial Qual Ground Tng	15
Evaluation/Certification	<u>5</u>
<b>Man-days</b>	<b>89</b>

#### Mission Qual

Phase 2 (Mission Ready Tng)

JA/AAT	8
Dual Roles	8
Coronets	16
Pacific Channels	26
European Channels	18
European Tanker Task Force	14
Accrued Leave	23
Travel Time	2
Line Seasoning	<u>30</u>
<b>Man-days</b>	<b>145</b>

**Total Man-days for  
Above Tng 294**

Initial Qual Copilot (Prior Pilot)

Orientation/Processing	5
Ground School (CCTS)	26
Simulator (CCTS)	21
Flying Training (CCTS)	18
Stan/Eval	5
AMC Channel Tng	10
Unit Mission certification	5
Accrued Leave	8
Travel	<u>2</u>
<b>Man-days</b>	<b>100</b>

Initial Qual AC

Orientation/Processing	5
Ground School (CCTS)	26
Simulator (CCTS)	21
Flying Training (CCTS)	38
Stan/Eval	5
AMC Channel Tng	10
Unit Mission Certification	5
Accrued Leave	10
Travel	<u>2</u>
<b>Man-days</b>	<b>122</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 24 (Added) (Added-AFRC)

### **\*\*KC-10 FLIGHT ENGINEER**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

#### Initial Qual

Orientation/Processing	5
Ground School (CCTS)	21
Simulator (CCTS)	19
Flying Training (CCTS)	33
*S-V80-A	17
*S-V90-A	2
Stan/Eval	5
Actual Task Force Fuel Mgt Tng	20
Unit Mission Certification	5
Performance Training	7
Accrued Leave	12
Travel	<u>2</u>
<b>Man-days</b>	<b>148</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 25 (Added) (Added-AFRC)

### **\*\*KC-10 IN-FLIGHT REFUELING TECHNICIAN**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

#### Initial Qual

Orientation/Processing	5
Ground School (CCTS)	13
Simulator (CCTS)	8
Flying Training (CCTS)	30
*SV80A Combat Survival Tng	17
*SV90A Water Survival	2
Stan/Eval	5
AMC Channel Tng (Loadmaster Tng)	62
Unit Mission Certification	5
Accrued Leave	14
Travel	2
JA/ATT Tng	<u>14</u>
<b>Man-days</b>	<b>177</b>

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\*Progression tour authorized for this crew position.

**\*\*If required.**

## Attachment 26 (Added) (Added-AFRC)

### \*F-16 PILOT

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<u>Conversion Tng</u>	<b>Prior Experience</b>	<b>F-16 FTR Experience</b>	<b>**Prior TAC/ Experience</b>	<b>No Prior Experience</b>
***Course F-V5A-K	0	0		50
Course F-16OOB (F-16COBOO)	0	0		175
Course F-16OOTX (F-16COTXOPL)	<u>60</u>	<u>60</u>		<u>0</u>
<b>Man-days</b>	<b>60</b>	<b>60</b>		<b>225</b>
 <u>Home Station Tng</u>				
Local Indoctrination	1	2		3
Mission Qualification	15	20		40
Review and Certification	2	3		4
Local Evaluation	<u>2</u>	<u>2</u>		<u>2</u>
<b>Man-days</b>	<b>20</b>	<b>27</b>		<b>49</b>
Low Level Step-down Training	0	0		20
Maverick Enhancement	2	3		15
Composite Force Training	0	0		30
Air-to-Air Specialized	0	0		30
Tactical Study/Projects	0	0		30
Accrued Leave	7	8		35
Travel Time	2	2		4
Live Ordnance Training	<u>0</u>	<u>0</u>		<u>21</u>
<b>Man-days</b>	<b>11</b>	<b>13</b>		<b>185</b>
<b>Total Man-days for Above Tng</b>	<b>91</b>	<b>100</b>		<b>459</b>

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\*Progression tour authorized for this crew position.

\*\*See MCI 11-F16

\*\*\*Pilots with no prior fighter experience will normally require T-38 fighter lead-in training.

## Attachment 27 (Added) (Added-AFRC)

### **\*\*C-17 PILOT**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Initial Qual</b>	<b>Non-prior AMC</b>	<b>Prior AMC</b>
In-processing	3	3
CCTS C-17/C-17 PRQ	90	90
Post CCTS processing	3	3
Local Orientation Flight	2	2
Block Training/Exams	5	5
*S-V80-A	17	0
*S-V90-A	2	0
Locals and Evaluation	0	14
Overwater Familiarization Flight	14	0
Certification	1	1
Accrued Leave	23	13
Travel Time	4	2
Scheduling Deviation	5	5
Line Training Experience	<u>130</u>	<u>30</u>
<b>Man-days</b>	<b>299</b>	<b>168</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 28 (Added) (Added-AFRC)

### **\*\*C-17 LOADMASTER**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Loadmaster</b>	<b>Non-Prior Qual</b>	<b>Prior LM Qual</b>
In-Processing	3	3
Split Phase Tng	30	30
CCTS/C-17 LIQ	60	60
Post CCTS Processing	3	3
Block Training	5	5
*S-V80-A	17	0
*S-V90-A	2	0
Certification	1	1
Accrued Leave	22	16
Travel Time	4	2
Scheduling Deviations	5	5
Line Training Experience	<u>130</u>	<u>80</u>
<b>Man-days</b>	<b>282</b>	<b>205</b>

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*\*If required.*

**\*\*Progression tour authorized for this crew position.**

## Attachment 29 (Added) (Added-AFRC)

### B-52H PILOT

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

#### Initial Qual

B-52 PIQC (FTU)	137
*S-V80-A	17
*S-V86-A	5
In Processing	5
Ground Tng	10
Flight Tng	30
Sim Tng	20
Certification Prep	3
Accrued Leave	20
Travel Time	6
Certification	1
<b>Man-days</b>	<b>254</b>

#### Requalification

*Altitude Chamber	3
B-52 PRQ (FTU)	113
In Processing	5
Ground Tng	10
Flight Tng	30
Sim Tng	20
Accrued Leave	16
Travel Time	4
Certification Prep	3
Certification	1
<b>Man-days</b>	<b>205</b>

---

*\*If required.*

**\*\*Progression tour authorized for this crew position.**

## Attachment 30 (Added) (Added-AFRC)

### B-52H COPILOT

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

#### Initial Qual

B-52 CIQC (FTU)	138
*S-V80-A	17
*S-V86-A	5
In Processing	5
Ground Tng	10
Flight Tng	30
Sim Tng	20
Accrued Leave	20
Travel Time	6
Certification Prep	3
Certification	1
<b>Man-days</b>	<b>255</b>

#### Requalification

*Altitude Chamber	3
B-52 PRQ (FTU)	113
In Processing	5
Ground Tng	10
Flight Tng	30
Sim Tng	20
Accrued Leave	16
Travel Time	4
Certification Prep	3
Certification	1
<b>Man-days</b>	<b>205</b>

#### Copilot Upgrade (PUP)

B-52 PUP (FTU)	102
In Processing	5
Ground Tng	10

Flight Tng	30
Sim Tng	10
Accrued Leave	14
Travel Time	2
Certification Prep	3
Certification	1
<b>Man-days</b>	<b>177</b>

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*\*If required.*

**\*\*Progression tour authorized for this crew position.**

## Attachment 31 (Added) (Added-AFRC)

### **\*\*B-52H RADAR NAVIGATOR**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

#### Initial Qual\*\*\*

B-52 NIQC (FTU)	177
*S-V80-A	17
*S-V86-A	5
In Processing	5
Ground Tng	10
Flight Tng	30
Sim Tng	10
Accrued Leave	22
Travel Time	6
Certification Prep	3
Certification	1
<b>Man-days</b>	<b>286</b>

#### Requalification

*Altitude Chamber	3
B-52 NRQ (FTU)	105
In Processing	5
Ground Tng	10
Flight Tng	30
Sim Tng	10
Accrued Leave	14
Travel Time	4
Certification Prep	3
Certification	1
<b>Man-days</b>	<b>181</b>

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*\*If required.*

**\*\*Progression tour authorized for this crew position**

**\*\*\*Only required for navigators transferring from another aircraft to the B-52H**

## Attachment 32 (Added) (Added-AFRC)

### **\*\*B-52H NAVIGATOR**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

#### Initial Qual

B-52 NIQC (FTU)	177
*S-V80-A	17
*S-V86-A	5
In Processing	5
Ground Tng	10
Flight Tng	30
Sim Tng	10
Accrued Leave	22
Travel Time	6
Certification Prep	3
Certification	1
<b>Man-days</b>	<b>286</b>

#### Requalification

*Altitude Chamber	3
B-52 NRQ (FTU)	105
In Processing	5
Ground Tng	10
Flight Tng	30
Sim Tng	10
Accrued Leave	14
Travel Time	4
Certification Prep	3
Certification	1
<b>Man-days</b>	<b>185</b>

#### Navigator Upgrade (NUP)

B-52 NUP (FTU)	88
In Processing	5
Ground Tng	10

Flight Tng	30
Sim Tng	10
Accrued Leave	12
Travel Time	2
Certification Prep	3
Certification	<u>1</u>
<b>Man-days</b>	<b>138</b>

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*\*If required.*

**\*\*Progression tour authorized for this crew position**

### Attachment 33 (Added) (Added-AFRC)

#### **\*\*B-52H ELECTRONIC WARFARE OFFICER (EWO)**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

##### Initial Qual

B-52 EIQC (FTU)	107
*S-V80-A	17
*S-V86-A	5
In Processing	5
Ground Tng	10
Flight Tng	30
Sim Tng	10
Accrued Leave	16
Travel Time	6
Certification Prep	5
Certification	1
<b>Man-days</b>	<b>209</b>

##### Requalification

*Altitude Chamber	3
B-52 ERQ (FTU)	21
In Processing	5
Ground Tng	10
Flight Tng	30
Sim Tng	10
Accrued Leave	7
Travel Time	4
Certification Prep	3
Certification	1
<b>Man-days</b>	<b>94</b>

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*\*If required.*

**\*\*Progression tour authorized for this crew position**

## Attachment 34 (Added) (Added-AFRC)

### \*\*HH-60G COPILOT

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

Co Pilot Initial Qual	Non-Prior Rotary Wing Qualified	Prior Rotary Wing Qualified
*S-V80-A	17	0
*S-V84-A	1	0
*S-V90-A	2	0
HH-60G CPMQ	<u>72</u>	<u>72</u>
<b>Man-days</b>	<b>92</b>	<b>72</b>

#### Mission Qual

In-Unit Mission Tng	9	9
Accrued Leave	9	7
Travel Time	6	2
Review and certification	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>26</b>	<b>20</b>
<b>Total Man-days for Above Tng</b>	<b>118</b>	<b>92</b>

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*\*If required.*

**\*\*Progression tour authorized for this crew position.**

**Attachment 35 (Added) (Added-AFRC)**

**\*\*HH-60G PILOT**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Pilot Qual</b>	<b>Non-Prior Rotary Wing Qualified</b>	<b>Prior Rotary Wing Qualified</b>
H-60 PMQ	136	136
H-60 ACU	<u>51</u>	<u>51</u>
<b>Man-days</b>	<b>187</b>	<b>187</b>
 <u>Mission Qual</u>		
In-Unit Mission Tng	9	9
Accrued Leave	17	17
Travel Time	2	2
Review and certification	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>30</b>	<b>30</b>
<b>Total Man-days for Above Tng</b>	<b>217</b>	<b>217</b>

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*\*If required.*

**\*\*Progression tour authorized for this crew position.**

### Attachment 36 (Added) (Added-AFRC)

#### **\*\*HH-60G FLIGHT ENGINEER**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Initial Qual</b>	<b>Non-prior Rotary Wing</b>	<b>Prior Rotary Wing Qual</b>
H-60 FEMQ	136	136
*S-V80-A	17	0
*S-V84-A	1	0
*S-V90-A	2	0
<b>Man-days</b>	<b>156</b>	<b>136</b>

#### Mission Qual

In-Unit Mission Tng	15	15
Accrued Leave	15	12
Travel Time	6	2
Review and certification	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>38</b>	<b>31</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>194</b>	<b>167</b>

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*\*If required.*

**\*\*Progression tour authorized for this crew position.**

### Attachment 37 (Added) (Added-AFRC)

#### **\*\*C-130E PILOT (UPT/SUPT GRADUATE)**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

In-processing	<u>4</u>
<b>Man-days</b>	<b>4</b>

#### Initial Qual

C130CIQ	44
C130PMK	37
*S-V80-A	19
*S-V86-A	6
Crew Resource Management	<u>5</u>
<b>Man-days</b>	<b>111</b>

#### Ground Training

Completion of CAT I, II, and III training per 11-C130 and base required training.	20
<b>Man-days</b>	<b>20</b>

#### Flying Training

Theater Indoctrination Tng	5
CONUS Cross Country Missions Tng	7
Outside CONUS Mission Tng	<u>11</u>
<b>Man-days</b>	<b>23</b>

#### Mission Qual

Unimproved Landing Zone Tng	2
JA/ATT Mission Tng	7
Aeromedical Evacuation Tng	4
Local Area Tactical Tng (Vis/SKE Routes)	4
Local Short Field Training	2

Scheduling/Weather/Maintenance Deviations	8
Accrued Leave	16
Travel Time	6
Certification and Review	<u>2</u>
<b>Man-days</b>	<b>51</b>
<b>Total Man-days for</b>	
<b>Above Tng</b>	<b>209</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 38 (Added) (Added-AFRC)

### **\*\*C-130E PILOT (SECONDARY METHOD (IN-UNIT))**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

In-processing	<u>4</u>
<b>Man-days</b>	<b>4</b>

#### Initial Qual In-Unit

C130ACQ-IU	44
C130PRK-IU	37
Crew Resource Management	<u>2</u>
<b>Man-days</b>	<b>83</b>

#### Ground Training

Completion of CAT I, II, and III training per 11-C130 and base required training	<u>18</u>
<b>Man-days</b>	<b>18</b>

#### Basic Qualification Tng

Theater Indoctrination Tng	5
CONUS Cross Country Missions Tng	4
Outside CONUS Mission Tng	<u>11</u>
<b>Man-days</b>	<b>20</b>

#### Mission Qual

Unimproved Landing Zone Tng	2
JA/ATT Mission Tng	7
Aeromedical Evacuation Tng	4
Local Area Tactical Tng (Vis/SKE Routes)	4
Local Short Field Training	2
Scheduling/Weather/Maintenance Deviations	8
Accrued Leave	12

Certification and Review	<u>2</u>
<b>Man-days</b>	<b>45</b>
<b>Total Man-days for</b>	
<b>Above Tng</b>	<b>166</b>

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\*\*Progression tour authorized for this crew position

## Attachment 39 (Added) (Added-AFRC)

### **\*\*C-130E NAVIGATOR (UNT GRADUATE)**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

In-processing	<u>4</u>
<b>Man-days</b>	<b>4</b>

#### Initial Qual

C130NIQ	50
C130NMK	52
*S-V80-A	19
*S-V86-A	6
Crew Resource Management	<u>5</u>
<b>Man-days</b>	<b>132</b>

#### Ground Training

Completion of CAT I, II, and III training per 11-C130 and base required training	<u>20</u>
<b>Man-days</b>	<b>20</b>

#### Flying Training

Basic Qualification Tng	
Theater Indoctrination Tng	4
CONUS Cross Country Missions Tng	7
Outside CONUS Mission Tng	<u>11</u>
<b>Man-days</b>	<b>22</b>

#### Mission Qual

Navigation to the Unimproved Landing Zone Tng	2
JA/ATT Mission Tng	7
Aeromedical Evacuation Tng	4

Local Area Tactical Tng (Vis/SKE Routes)	4
Scheduling/Weather/Maintenance Deviations	8
Accrued Leave	17
Travel Time	6
Certification and Review	<u>2</u>
<b>Man-days</b>	<b>50</b>
<b>Total Man-days for</b>	
<b>Above Tng</b>	<b>228</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 40 (Added) (Added-AFRC)

### \*\*C-130E NAVIGATOR (SECONDARY METHOD (IN-UNIT)

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

In-processing	<u>4</u>
<b>Man-days</b>	<b>4</b>

#### Initial Qual

C130NIQ	50
C130NMK	52
Crew Resource Management	<u>5</u>
<b>Man-days</b>	<b>104</b>

#### Ground Training

Completion of CAT I, II, and III training per 11-C130 and base required training	<u>18</u>
<b>Man-days</b>	<b>18</b>

#### Flying Training

Basic Qualification Tng	
Theater Indoctrination Tng	4
CONUS Cross Country Missions Tng	4
Outside CONUS Mission Tng	<u>11</u>
<b>Man-days</b>	<b>19</b>

#### Mission Qual

Navigation to the Unimproved Landing Zone Tng	2
JA/ATT Mission Tng	7
Aeromedical Evacuation Tng	4
Local Area Tactical Tng (Vis/SKE Routes)	4

Scheduling/Weather/Maintenance Deviations	8
Accrued Leave	15
Certification and Review	<u>2</u>
<b>Man-days</b>	<b>42</b>
<b>Total Man-days for</b>	
<b>Above Tng</b>	<b>187</b>

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\*\*Progression tour authorized for this crew position

## Attachment 41 (Added) (Added-AFRC)

### **\*\*C-130E INITIAL FLIGHT ENGINEER**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

In-processing	<u>4</u>
<b>Man-days</b>	<b>4</b>

#### Initial Qual

C130FIQ	72
*S-V80-A	19
*S-V86-A	6
Crew Resource Management	<u>5</u>
<b>Man-days</b>	<b>102</b>

#### Ground Training

Completion of CAT I, II, and III training per 11-C130 and base required training	<u>20</u>
<b>Man-days</b>	<b>20</b>

#### Flying Training

Basic Qualification Tng	
Theater Indoctrination Tng	2
CONUS Cross Country Missions Tng	7
Outside CONUS Mission Tng	<u>11</u>
<b>Man-days</b>	<b>20</b>

#### Mission Qual

Navigation to the Unimproved Landing Zone Tng	2
JA/ATT Mission Tng	7
Aeromedical Evacuation Tng	4
Local Area Tactical Tng (Vis/SKE Routes)	7

Scheduling/Weather/Maintenance Deviations	8
Accrued Leave	17
Travel Time	6
Certification and Review	2
<b>Man-days</b>	<b>53</b>

**Total Man-days for  
Above Tng 199**

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 42 (Added) (Added-AFRC)

### **\*\*C-130E FLIGHT ENGINEER (SECONDARY METHOD (IN-UNIT))**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

In-processing	<u>4</u>
<b>Man-days</b>	<b>4</b>
<u>Initial Qual</u>	
C-130 FIQ	72
Crew Resource Management	<u>2</u>
<b>Man-days</b>	<b>77</b>
<u>Ground Training</u>	
Completion of CAT I, II, and III training per 11-C130 and base required training	<u>18</u>
<b>Man-days</b>	<b>18</b>
<u>Flying Training</u>	
Basic Qualification Tng	
Theater Indoctrination Tng	2
CONUS Cross Country Missions Tng	7
Outside CONUS Mission Tng	<u>11</u>
<b>Man-days</b>	<b>20</b>
<u>Mission Qual</u>	
Navigation to the Unimproved Landing Zone Tng	2
JA/ATT Mission Tng	7
Aeromedical Evacuation Tng	4
Local Area Tactical Tng (Vis/SKE Routes)	7
Scheduling/Weather/Maintenance Deviations	8
Accrued Leave	12
Certification and Review	<u>2</u>
<b>Man-days</b>	<b>42</b>
<b>Total Man-days for</b>	
<b>Above Tng</b>	<b>158</b>

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\*\*Progression tour authorized for this crew position

## Attachment 43 (Added) (Added-AFRC)

### **\*\*C-130E INITIAL LOADMASTER**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

In-processing	<u>4</u>
<b>Man-days</b>	<b>4</b>

#### Initial Qual

C130LIQ	43
C130LMQ	37
*S-V80-A	19
*S-V86-A	6
Crew Resource Management	<u>5</u>
<b>Man-days</b>	<b>110</b>

#### Ground Training

Completion of CAT I, II, and III training per 11-C130 and base required training.	<u>20</u>
<b>Man-days</b>	<b>20</b>

#### Flying Training

Basic Qualification Training	
Theater Indoctrination	2
CONUS Cross Country Missions	7
Outside CONUS Mission	11
Air Terminal Operations Orientation	1
<b>Man-days</b>	<b>21</b>

#### Mission Qual

Unimproved Landing Zone	2
JA/ATT Mission	7
Aeromedical Evacuation	4

Local Area Tactical (Vis/SKE Routes)	4
Aerial Port operations familiarization	1
Scheduling/Weather/Maintenance Deviations	8
Accrued Leave	17
Travel Time	6
Certification and Review	<u>2</u>
<b>Man-days</b>	<b>51</b>
<b>Total Man-days for</b>	
<b>Above Tng</b>	<b>206</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 44 (Added) (Added-AFRC)

### **\*\*C-130E LOADMASTER (SECONDARY METHOD (IN-UNIT)**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

In-processing	4
<b>Man-days</b>	<b>4</b>

#### Initial Qual

C-130 LIQ	43
C-130 LMQ	37
Crew Resource Management	2
<b>Man-days</b>	<b>82</b>

#### Ground Training

Completion of CAT I, II, and III training per 11-C130 and base required training.	18
<b>Man-days</b>	<b>18</b>

#### Flying Training

Basic Qualification Training	
Theater Indoctrination	2
CONUS Cross Country Missions	7
Outside CONUS Mission	11
Air Terminal Operations Orientation	1
<b>Man-days</b>	<b>21</b>

#### Mission Qual

Unimproved Landing Zone	2
JA/ATT Mission	7
Aeromedical Evacuation	4
Local Area Tactical (Vis/SKE Routes)	4
Aerial Port operations familiarization	1

Scheduling/Weather/Maintenance Deviations	8
Accrued Leave	5
Certification and Review	<u>2</u>
<b>Man-days</b>	<b>33</b>
 <b>Total Man-days for Above Tng</b>	 <b>158</b>

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\*\*Progression tour authorized for this crew position

## Attachment 45 (Added) (Added-AFRC)

### \*\*C-130H PILOT

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

Basic Pilot/Copilot	UPT	NON-PRIOR	PRIOR C130
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Initial Qual

In Processing	4	4	4
C130 CIQ	56	56	0
C130 ACQ	0	0	37
C130 PMK	44	44	0
C130 PRK	0	0	38
Travel	4	4	4
Conversion/Unit Indoc	6	6	6
Review and Cert.	2	2	2
*S-V80-A	17	17	0
*S-V86-A	<u>6</u>	<u>6</u>	<u>0</u>
<b>Man-days</b>	<b>139</b>	<b>139</b>	<b>91</b>

C130 Mission Ready Qual

Ground Tng	15	15	15
Scheduling Deviations	40	40	40
Travel Time	6	6	4
Accrued Leave	<u>15</u>	<u>15</u>	<u>8</u>
<b>Man-days</b>	<b>76</b>	<b>76</b>	<b>67</b>

**Man-day Totals for**

<b>Above Tng</b>	<b>215</b>	<b>215</b>	<b>158</b>
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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 46 (Added) (Added-AFRC)

### \*\*C-130H NAVIGATOR

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

Navigator	UNT	NON-PRIOR	PRIOR C-130
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#### Initial Qual

In Processing	4	4	4
C-130 NIQ	49	49	0
C-130 NMQ	51	51	0
C-130 NIQ-IU	0	0	51
C-130 NMQ-IU	0	0	51
Travel	4	4	4
Conversion/Unit Indoc	6	6	6
Review and Certification	2	2	2
*S-V80-A	17	17	0
*S-V86-A	<u>5</u>	<u>5</u>	<u>0</u>
<b>Man-days</b>	<b>139</b>	<b>139</b>	<b>118</b>

#### Mission Ready Qual

Ground Tng	15	15	15
Scheduling Deviations	40	40	15
Travel Time	6	6	0
Accrued Leave	<u>15</u>	<u>15</u>	<u>14</u>
<b>Man-days</b>	<b>76</b>	<b>76</b>	<b>44</b>
<b>Total Man-days for</b>			
<b>Above Tng</b>	<b>215</b>	<b>215</b>	<b>162</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 47 (Added) (Added-AFRC)

### \*\*C-130H FLIGHT ENGINEER

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Flight Engineer</b>	<b>NON-PRIOR C-130</b>	<b>PRIOR C-130</b>
<u>Initial Qual</u>	<u>Days</u>	
In Processing	4	4
C-130 FIQ	72	0
Local Transition	42	42
Travel	4	0
*S-V80-A	17	0
*S-V86-A	<u>6</u>	<u>0</u>
<b>Man-days</b>	<b>145</b>	<b>46</b>
<u>Mission Ready Qual</u>		
Review and Certification	2	2
Ground Tng	15	15
Scheduling Deviations	40	25
Travel Time	6	0
Accrued Leave	<u>17</u>	<u>7</u>
<b>Man-days</b>	<b>80</b>	<b>49</b>
<b>Total Man-days for Above Tng</b>	<b>225</b>	<b>95</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 48 (Added) (Added-AFRC)

### \*\*C-130H LOADMASTER

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

Loadmaster	NON-PRIOR QUAL	NON-PRIOR C-130	PRIOR C-130
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#### Initial Tng

In Processing	4	4	4
C-130 LIQ	44	44	0
C-130 LMQ	36	36	0
*S-V80-A	17	17	0
*S-V86-A	6	6	0
Travel	<u>4</u>	<u>4</u>	<u>0</u>
<b>Man-days</b>	<b>111</b>	<b>111</b>	<b>4</b>

#### Mission Tng

Review and Certifi- cation	20	20	20
Scheduling Devia- tions	40	40	40
Ground Tng	15	15	15
Travel Time	6	6	0
Accrued Leave	<u>16</u>	<u>16</u>	<u>7</u>
<b>Man-days</b>	<b>97</b>	<b>97</b>	<b>86</b>

#### **Total Man-days for**

<b>Above Tng</b>	<b>208</b>	<b>208</b>	<b>90</b>
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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 49 (Added) (Added-AFRC)

### C-130 FLIGHT NURSE

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

#### C-130 Flight Nurse

Qualification	Non-Prior Service (PS)	PS (Non Fly)	PS Flight Nurse
Physiological Tng	5	5	1-5
Ground Training	14	14	14
C-130 Qualification	28	28	28
Travel Time	2	2	2
Initial Flt Check	<u>2</u>	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>51</b>	<b>51</b>	<b>47-51</b>

**Attachment 50 (Added) (Added-AFRC)**

**C-130 MEDICAL TECHNICIAN**

<b>C-130 Medical Technician Qualification</b>	<b>NON PRIOR VICE (PS)</b>	<b>SER- PS (Non Fly)</b>	<b>PS (Fly)</b>
Physiological Tng	5	5	1-5
Ground Training	14	14	14
C-130 Qualification	20	20	20
Travel Time	2	2	2
Initial Flt Check	<u>2</u>	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>43</b>	<b>43</b>	<b>39-43</b>

## Attachment 51 (Added) (Added-AFRC)

### \*\*HC-130 PILOT/COPILOT

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Copilot Phase I and II</b>	<b>Not C-130 Qualified</b>	<b>C-130 Qualified</b>
C-130 CIQ	56	0
C-130 PMS	23	0
HC-130 PMQ (Rescue)	78	78
Unit Copilot Indoctrina- tion	20	20
*S-V80-A	17	0
*S-V90-A	2	0
Accrued Leave	17	9
Travel Time	<u>5</u>	<u>3</u>
<b>Man-days</b>	<b>218</b>	<b>110</b>

<b>Pilot Phase I and II</b>	<b>Not C-130 Qualified</b>	<b>C-130 Qualified</b>	<b>HC-130 CP Qualified</b>
C-130 ATS ACP	0	0	5
C-130 ACQ	0	0	37
C-130 CIQ	56	0	0
C-130 PMS	23	23	23
HC-130 PMQ (Rescue)	78	78	0
HC-130 ACU (Rescue)	0	0	22
Unit Pilot Indoctrina- tion	20	20	20
Accrued Leave	15	11	9
Travel Time	<u>3</u>	<u>3</u>	<u>3</u>
<b>Man-days</b>	<b>195</b>	<b>135</b>	<b>119</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

**Attachment 52 (Added) (Added-AFRC)**

**\*\*HC-130 NAVIGATOR**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I and II</b>	<b>Not C-130 Qualified</b>	<b>C-130 Qualified</b>
C-130 NIQ	42	0
C-130 NMQ	44	0
HC-130 NMQ (Rescue)	86	86
Unit Indoctrination	20	20
*S-V80-A	17	0
*S-V90-A	2	0
Accrued Leave	17	9
Travel Time	<u>5</u>	<u>2</u>
<b>Man-days</b>	<b>223</b>	<b>117</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

**Attachment 53 (Added) (Added-AFRC)**

**\*\*HC-130 FLIGHT ENGINEER**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I and II</b>	<b>Non Prior_Qualified</b>	<b>Prior C-130 Qualified</b>
Course C-130 FIQ	72	0
HC-130 FEMQ (Rescue)	79	79
Unit Indoctrination	20	20
*S-V80-A	17	0
*S-V90-A	2	0
Accrued Leave	16	8
Travel Time	<u>6</u>	<u>2</u>
<b>Man-days</b>	<b>212</b>	<b>109</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

**Attachment 54 (Added) (Added-AFRC)**

**\*\*HC-130 LOADMASTER**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I and II</b>	<b>Non Prior Qualified</b>	<b>Prior C-130 Qualified</b>
C-130 LIQ	44	0
C-130 LMQ	36	0
HC-130 LMMQ (Rescue)	72	72
*S-V80-A	17	0
*S-V90-A	2	0
Accrued Leave	16	8
Travel Time	6	2
Unit Indoctrination	<u>20</u>	<u>20</u>
<b>Man-days</b>	<b>213</b>	<b>100</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 55 (Added) (Added-AFRC)

### HC-130 RADIO OPERATOR

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

Phase I and II	Non Prior Qualified	Prior C-130 Qualified
In-Unit Indoctrination	30	30
HC-130-CSOMQ (Rescue)	58	0
*S-V80-A	17	0
*S-V90-A	2	0
Evaluation/Review and Certification	4	0
Accrued Leave	10	3
Travel Time	<u>4</u>	<u>0</u>
<b>Man-days</b>	<b>**125</b>	<b>33</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 56 (Added) (Added-AFRC)

### \*\*HC-130P PILOT/COPILOT

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

Copilot Phase I and II	Not C-130 Qualified	C-130 Qualified
C-130 CIQ	56	0
C-130 PMS	23	0
HC-130 PMQ (Special Ops)	78	78
Unit Copilot Indoctrination	20	20
*S-V80-A	17	0
*S-V90-A	2	0
Accrued Leave	17	9
Travel Time	<u>5</u>	<u>3</u>
<b>Man-days</b>	<b>218</b>	<b>110</b>

Pilot Phase I and II	Not C-130 Qualified	C-130 P Qualified	HC-130 CP Qualified
C-130 ATS ACP	0	0	5
C-130 ACQ	0	0	37
C-130 CIQ	56	0	0
C-130 PMS	23	23	23
HC-130 PMQ (Special Ops)	78	78	0
HC-130 ACU (Special Ops)	0	0	22
Unit Pilot Indoctrination	20	20	20
Accrued Leave	15	11	9
Travel Time	<u>3</u>	<u>3</u>	<u>3</u>
<b>Man-days</b>	<b>195</b>	<b>135</b>	<b>119</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

**Attachment 57 (Added) (Added-AFRC)**

**\*\*HC-130P NAVIGATOR**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I and II</b>	<b>Not C-130 Qualified</b>	<b>C-130 Qualified</b>
C-130 NIQ	42	0
C-130 NMQ	44	0
HC-130 NMQ (Special Ops)	86	86
Unit Indoctrination	20	20
*S-V80-A	17	0
*S-V90-A	2	0
Accrued Leave	17	9
Travel Time	<u>5</u>	<u>2</u>
<b>Man-days</b>	<b>223</b>	<b>117</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

**Attachment 58 (Added) (Added-AFRC)**

**\*\*HC-130P FLIGHT ENGINEER**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I and II</b>	<b>Non Prior Qualified</b>	<b>Prior C-130 Qualified</b>
Course C-130 FIQ	72	0
HC-130 FEMQ (Special Ops)	79	79
Unit Indoctrination	20	20
*S-V80-A	17	0
*S-V90-A	2	0
Accrued Leave	16	8
Travel Time	<u>6</u>	<u>2</u>
<b>Man-days</b>	<b>212</b>	<b>109</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 59 (Added) (Added-AFRC)

### \*\*HC-130P LOADMASTER

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

Phase I and II	Non Prior Qualified	Prior C-130 Qualified
C-130 LIQ	44	0
C-130 LMQ	36	0
HC-130 LMMQ (Special Ops)	72	72
*S-V80-A	17	0
*S-V90-A	2	0
Accrued Leave	16	8
Travel Time	6	2
Unit Indoctrination	<u>20</u>	<u>20</u>
<b>Man-days</b>	<b>213</b>	<b>100</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 60 (Added) (Added-AFRC)

### HC-130P RADIO OPERATOR

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

Phase I and II	Non Prior Qualified	Prior C-130 Qualified
In-Unit Indoctrination	30	30
HC-130-CSOMQ (Special Ops)	58	0
*S-V80-A	17	0
*S-V90-A	2	0
Evaluation/Review and Certification	4	0
Accrued Leave	10	3
Travel Time	<u>4</u>	<u>0</u>
<b>Man-days</b>	<b>**125</b>	<b>33</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 61 (Added) (Added-AFRC)

### \*\*MC-130E PILOT/COPILOT

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Copilot Phase I</b>	<b>Non-prior C-130 Qualified</b>	<b>Prior C-130 Qualified</b>
C130CIQ	56	0
C130PMS	23	0
*S-V80-A	17	0
*S-V90-A	2	0
Miscellaneous	14	0
<b>Man-days</b>	<b>112</b>	<b>0</b>

#### Copilot Phase II

MC130E copilot Mission Qualification	140	140
Accrued Leave	22	13
Travel Time	4	0
Misc	15	15
<b>Man-days</b>	<b>181</b>	<b>168</b>

<b>Total Man-days for Above Tng</b>	<b>293</b>	<b>168</b>
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#### Pilot Phase I

C130ACQ	37	0
C130PMS	23	0
Misc	8	0
<b>Man-days</b>	<b>68</b>	<b>0</b>

#### Pilot Phase II

MC130E Mission Qualification	140	140
Accrued Leave	19	13
Travel Time	2	0
Misc	<u>15</u>	<u>15</u>
<b>Man-days</b>	<b>176</b>	<b>168</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>244</b>	<b>168</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 62 (Added) (Added-AFRC)

### **\*\*MC-130E NAVIGATOR**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

#### NON-PRIOR NAV Days

##### Initial Qual

C-130NIQ, C-130 Nav Initial Qual	49
C-130NMQ, C-130 Mission Qual	51
*S-V80-A	17
*S-V86-A	5
<b>Man-days</b>	<b>122</b>

##### Initial/Msn Qual

Accrued Leave	22
Travel Time	4
MC-130EEN, Nav Combat Talon I	140
<b>Man-days</b>	<b>166</b>

**Total Man-days for  
Above Tng 286**

#### NON-PRIOR C-130 NAV Days

##### Initial Qual

C-130NIQ, C-130 Nav Initial Qual	49
C-130NMQ, C-130 Nav Mission Qual	51
<b>Man-days</b>	<b>100</b>

##### Initial/Msn Qual

Accrued Leave	21
Travel Time	4

MC-130EEN,Nav Combat Talon I	<u>140</u>
<b>Man-days</b>	<b>165</b>
<b>Total Man-days for</b>	
<b>Above Tng</b>	<b>265</b>

PRIOR C-130 NAV

<u>Initial/Msn Qual</u>	<u>Days</u>
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Accrued Leave	12
Travel Time	2
MC-130EEN,Nav Combat Talon I	<u>140</u>
<b>Man-days</b>	<b>154</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

### Attachment 63 (Added) (Added-AFRC)

#### \*\*MC-130E EWO

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Initial Qual</b>	<b>No Prior Flight Training</b>	<b>Prior Nav Flight Training</b>	<b>Prior EWO Flight Training</b>
*S-V80-A	17	0	0
*S-V86-A	5	0	0
EWO School (J-NI-IN)	98	98	0
J-EG-EW	63	63	0
N-EG-EW	28	28	0
Travel Time	10	6	0
Accrued Leave	<u>18</u>	<u>16</u>	<u>0</u>
<b>Man-days</b>	<b>239</b>	<b>211</b>	<b>0</b>
 <u>Mission Qual</u>			
MC-130EE School	140	140	140
Travel Time	2	2	2
Accrued Leave	<u>12</u>	<u>12</u>	<u>12</u>
<b>Man-days</b>	<b>154</b>	<b>154</b>	<b>154</b>
<b>Total Man-days for Above Tng</b>	<b>393</b>	<b>365</b>	<b>154</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 64 (Added) (Added-AFRC)

### \*\*MC-130E FLIGHT ENGINEER

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Initial Qual</b>	<b>NON-PRIOR QUALIFIED</b>	<b>PRIOR C-130 QUALIFIED</b>
C-130 FIQ	72	0
*S-V80-A	17	0
*S-V90-A Water Survival	<u>2</u>	<u>0</u>
<b>Man-days</b>	<b>97</b>	<b>0</b>

#### Mission Qual

Mission Qual (airland/air-drop)	21	21
Accrued Leave	31	23
Travel Time	6	2
Talon School	<u>154</u>	<u>154</u>
<b>Man-days</b>	<b>309</b>	<b>297</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>406</b>	<b>297</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

**Attachment 65 (Added) (Added-AFRC)**

**\*\*MC-130E LOADMASTER**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Initial Qual</b>	<b>Non Prior Qualified</b>	<b>Prior C-130 Qualified</b>
Initial Physiological Training	5	0
*S-V80-A	17	0
*S-V86-A	5	0
C-130 LIQ	46	0
C-130 LMQ	<u>38</u>	<u>0</u>
<b>Man-days</b>	<b>111</b>	<b>0</b>

**Mission Qual**

Accrued Leave	22	3
Travel Time	8	2
MC-130EE Talon Mission Qual	<u>148</u>	<u>148</u>
<b>Man-days</b>	<b>178</b>	<b>163</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>289</b>	<b>163</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

**Attachment 66 (Added) (Added-AFRC)**

**\*\*MC 130 RADIO OPERATORS (CSO)**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Initial Qual</b>	<b>Non-prior Qualified</b>	<b>Prior Qualified</b>
Indoctrination	4	4
Alt Chamber	3	0
*S-V80-A	17	0
*S-V86-A	5	0
Block Training	20	20
Overseas Flights	24	24
MC 130 CSI	<u>58</u>	<u>58</u>
<b>Man-days</b>	<b>131</b>	<b>106</b>

**Mission Qual**

Accrued Leave	17	14
Travel Time	6	3
Tactical Indoctrination	56	56
Flight Evaluation	<u>8</u>	<u>8</u>
<b>Man-days</b>	<b>87</b>	<b>81</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>218</b>	<b>187</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 67 (Added) (Added-AFRC)

### **\*\*WC-130 PILOT**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

#### Copilot Phase I WC-130

Course C130P/C130CIQ	56
Indoctrination	1
Ground Training	6
*S-V80-A	17
*S-V90-A or S-V86-A	5
Review and Certification	<u>2</u>
<b>Man-days</b>	<b>87</b>

#### Copilot Phase II/WX Mission (Storm) Qual

Course HC 130PCVNMQ Equiv In unit	14
Indoctrination	1
Flying Transition	3
Accrued Leave	9
Travel Time	6
Review and Certification	<u>2</u>
<b>Man-days</b>	<b>35</b>
<b>Total Man-days for</b>	
<b>Above Tng</b>	<b>122</b>

#### **Phase II**

C130 ACQ	37
Indoctrination	1
Flying Transition	3
Review and Certification	<u>2</u>
<b>Man-days</b>	<b>43</b>

#### **Phase II**

Wx Mission/Storm Qual (non-prior qual)	14
Indoctrination	1
Flying Transition	3
Accrued Leave	5
Travel Time	2
Review and Certification	<u>2</u>
<b>Man-days</b>	<b>27</b>
<b>Total Man-days for</b>	
<b>Above Tng</b>	<b>70</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 68 (Added) (Added-AFRC)

### **\*\*WC-130 NAVIGATOR**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<u>Phase I</u>	<u>Days</u>
HC130NVNMQ/C130NIQ	49
Indoctrination	3
Flying Transition	9
*S-V80-A Combat Survival Tng	17
*S-V86-A or S-V90-A	5
Review and Certification	<u>6</u>
<b>Man-days</b>	<b>89</b>

#### Phase II/WX Mission (Storm) Qual

Indoctrination	6
Flying Transition	21
Accrued Leave	11
Travel Time	6
Review and Certification	<u>3</u>
<b>Man-days</b>	<b>47</b>
<b>Total Man-days for</b>	
<b>Above Tng</b>	<b>136</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 69 (Added) (Added-AFRC)

### **\*\*WC-130 FLIGHT ENGINEER**

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<u>Initial Qual</u>	<u>Days</u>
Course C-130FE	72
Indoctrination	1
Ground Training	3
*S-V80-A	17
*S-V90-A or S-V86-A	5
Review and Certification	2
Flying Transition	<u>90</u>
<b>Man-days</b>	<b>190</b>

#### Mission Qual (Storm)

Course HC130FECVNMQ or Equiv in Unit	10
Indoctrination	1
Flying Transition	3
Accrued Leave	18
Travel Time	6
Review and Certification	2
<b>Man-days</b>	<b>40</b>
<b>Total Man-days for</b>	
<b>Above Tng</b>	<b>230</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 70 (Added) (Added-AFRC)

### **\*\*WC-130 AERIAL RECONNAISSANCE WEATHER OFFICER (ARWO)**

#### Phase I

1. Weather officers are considered Phase I initially qualified when possessing the entry level AFSC X015W1. **NOTE 1:** Phase I qualification does not require any flight experience nor flying time.
2. Completion of required training events within the time allotted to the progression tour constitutes attainment of required milestones.

Phase II	Days
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In processing	
Initial physiological training	5
Block Training	3
Indoctrination	7
Operational Mission Familiarization Flight	4
<b>Man-days</b>	<b>19</b>

<i>MILESTONE ONE</i>	<i>19</i>
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#### Phase II cont.

Ground Training	28
Flight Training	25
Storm Qualification	25
<b>Man-days</b>	<b>78</b>

<i>MILESTONE TWO</i>	<i>78</i>
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*S-V80-A	17
*S-V86-A or S-V90-A	4
Travel Time.	4
Man-days	25
Review and Certification	3

Weekends (self-study and rest)	18
Accrued Leave	10
<b>Man-days</b>	<b>81</b>

<i>MILESTONE THREE</i>	<i>81</i>
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<b>Total Man-days for Above Tng</b>	<b>153</b>
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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 71 (Added) (Added-AFRC)

### **\*\*WC-130 DROPSONDE SYSTEM OPERATOR (DO)**

#### Phase I

1. Weather Observers are considered Phase I initially qualified when possessing the entry level AFSC of X1W0X1. **NOTE 1:** Phase I qualification does not require any flight experience nor flying time.

2. Completion of required training events within the time allotted to the progression tour constitutes attainment of required milestones.

Phase II	Days
In-Processing	7
ANGBLM	36
C-130 LIQ	44
Small Arm Training	1
Mission Familiarization	3
<b>Man-days</b>	<b>91</b>
 MILESTONE ONE	 91

#### Phase II Cont

Ground Training	18
Flight Training Weather Reconnaissance Missions	14
<b>Man-days</b>	<b>32</b>
 <i>MILESTONE TWO</i>	 32

#### Phase II Cont

*S-V80-A	17
*S-V86-A or S-V90-A	5
Travel	4
Review and Certification	4

Accrued Leave	12
Weekends (self-study and rest)	22
<b>Man-days</b>	<b>64</b>
 MILESTONE THREE	 64
 <b>Total Man-days for Above Tng</b>	 <b>187</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 72 (Added) (Added-AFRC)

### KC-135 PILOT

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

PHASE I	Non-prior Qualified	Prior Qualified
*S-V80-A	17	0
*S-V86-A	5	0
KC-135P CCTS Course	91	0
In-processing	5	5
Academics	14	14
CPT	0	5
Mission Planning	10	8
Flying Training	10	8
Review and Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>**154</b>	<b>42</b>
 <b>PHASE II</b>		
EWO Study	8	6
Accrued Leave	14	4
Travel Time	6	0
Certification	<u>1</u>	1
<b>Man-days</b>	<b>29</b>	<b>11</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>183</b>	<b>53</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 73 (Added) (Added-AFRC)

### KC-135 NAVIGATOR

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

<b>Phase I</b>	<b>Non-prior KC-135 Qualified</b>	<b>Prior KC-135 Qualified</b>
*S-V80-A	17	0
*S-V86-A	5	0
KC-135N CCTS Course	91	0
In-processing	5	5
Academics	14	4
T-10 Radar Trainer	3	1
Mission Planning	10	8
Flying Training	10	8
Review & Test	2	2
<b>Man-days</b>	<b>157</b>	<b>28</b>
<b>Phase II</b>		
EWO Study	8	6
Accrued Leave	14	3
Travel Time	6	0
Certification	<u>1</u>	1
<b>Man-days</b>	<b>29</b>	<b>10</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>**186</b>	<b>38</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 74 (Added) (Added-AFRC)

### KC-135 BOOM OPERATOR

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

Phase I	Non-prior KC-135 Qualified	Prior KC-135 Qualified
KC-135B CCTS Course	121	0
In-processing	5	5
Academics	30	14
Mission Planning	10	8
Flying Training	10	8
*S-V80-A	17	0
*S-V86-A	5	0
Review & Test	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>200</b>	<b>37</b>
 <b>Phase II</b>		
EWO Study	8	6
Accrued Leave	18	4
Travel Time	6	0
Certification	<u>1</u>	<u>1</u>
<b>Man-days</b>	<b>33</b>	<b>11</b>
<b>Total Man-days for</b>		
<b>Above Tng</b>	<b>**233</b>	<b>48</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

**Attachment 75 (Added) (Added-AFRC)**

**C-141 PROGRESSION TOUR MILESTONES**

Days	Milestones
1. Pilots:	
39 (3 Missions) 16 (Deviations, Locals, etc.) 55 - Milestone One	55
39 (3 Missions) 16 (Deviations, Locals, etc.) 55 - Milestone Two	110
13 (1 Mission) 7 (Deviations, Locals, etc.) 20 - Milestone Three	130
2. Navigators:	
7 (Mission, JA/ATT, Exer) 6 (Local Area Missions) 2 (Deviations, Cancellations, etc.) 15 - Milestone One	15
7 (Mission, JA/ATT, Exer) 6 (Local Area Missions) 2 (Deviations, Cancellations) 15 - Milestone Two	30
3. Second Flight Engineers:	
15 (Mission) 15 (Deviations, Locals, etc.) 30 - Milestone One	30

#### 4. Flight Engineers:

52 (4 Missions)	
18 (Deviations, Locals, etc.)	
70 - Milestone One	70
52 (4 Missions)	
18 (Deviations, Locals, etc.)	
70 - Milestone Two	140
52 (3 Missions, 1 Evaluation)	
18 (Deviations, Locals, etc.)	
70 - Milestone Three	210

#### 5. Loadmasters:

39 (3 Missions)	
7 (Deviations/Sys Tng)	
46 - Milestone One	46
39 (3 Missions)	
7 (Deviations/Sys Tng)	
46 - Milestone Two	92
26 (1 Mission, 1 Evaluation)	
6 (Deviations/Sys Tng)	
32 - Milestone Three	124

## Attachment 76 (Added) (Added-AFRC)

### \*\*C-141 PILOT

Basic Copilot	Non-prior C-141	Prior C-141
In-processing	3	3
CCTS C-141/C-141PRQ	70	39
Post CCTS processing	3	0
Local Orientation Flight	1	1
Block Training/Exams	5	5
*S-V80-A	17	0
*S-V90-A	2	0
Locals and Evaluation	0	14
Overwater Familiarization Flight	13	0
Certification	1	1
Scheduling Deviation	5	5
Accrued Leave	21	7
Travel Time	4	2
Line Training Experience	130	11
<b>Man-days</b>	<b>275</b>	<b>88</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

## Attachment 77 (Added) (Added-AFRC)

### C-141 NAVIGATOR

Navigator	Non-prior C-141 Airdrop	Prior C-141 Airdrop
In-processing	3	3
Block Training/Exams	5	5
Local Area Orientation	1	0
*SV80A Combat Survival Tng	17	0
*SV90A Water Survival	2	0
C-141 NIQ	91	0
Evaluation/Review and Certification	1	1
Accrued Leave	11	1
Travel Time	4	0
Schedule Deviation	5	5
<b>Man-days</b>	<b>**140</b>	<b>15</b>

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*\*If required*

**\*\*Progression tour authorized for this crew position**

**Attachment 78 (Added) (Added-AFRC)**

**C-141 FLIGHT ENGINEER**

<b>Flight Engineer</b>	<b>Non-prior Qual</b>	<b>Prior AMC Qual</b>	<b>Prior C-141 Qual</b>
In-processing	3	3	3
Split Phase Tng	30	30	0
CCTS/C-141 FIQ	90	90	0
Post CCTS Processing	7	7	0
Block Tng/Exams	5	5	5
*S-V80-A	17	0	0
*S-V90-A	2	0	0
Flying/Ground Tng (2nd/ 1st)	30/240	30/90	0/30
Certification	1	1	1
Accrued Leave	33	19	4
Travel Time	4	2	0
Scheduling Deviation	5	5	5
<b>Man-days</b>	<b>**190/437</b>	<b>**171/252</b>	<b>48</b>

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*\*If required.*

**\*\*Progression tour authorized for this crew position.**

**Attachment 79 (Added) (Added-AFRC)**

**\*\*C-141 LOADMASTER**

<b>Loadmasters</b>	<b>Non-prior Qual</b>	<b>Prior AMC Qual</b>	<b>Prior C-141 Qual</b>
In-Processing	3	3	3
Split Phase Tng	30	30	0
CCTS/C-141 LIQ	63	63	0
Post CCTS Processing	3	3	0
Block Training	5	5	5
*S-V80-A	17	0	0
*S-V90-A1	2	0	0
System/Static Load Training	15	15	15
Flying & Ground Training	104	78	52
Accrued Leave	21	17	6
Travel Time	4	2	0
Certification	1	1	1
<b>Man-days</b>	<b>268</b>	<b>217</b>	<b>82</b>

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*\*If required.*

**\*\*Progression tour authorized for this crew position.**

**Attachment 80 (Added) (Added-AFRC)**

**C-141 FLIGHT NURSE**

<b>C-141 Flight Nurse Qualification</b>	<b>Civilian to Qual C-141 FN</b>	<b>Prior Service, Gen Nurse to Qual C-141 FN</b>	<b>Prior Service, To Qual C-141 FN</b>
Physiological Tng	5	5	1-5
Ground Training	24	24	24
C-141 Qualification	12	12	12
Travel Time	2	2	2
Initial Flt Check	<u>2</u>	<u>2</u>	<u>2</u>
<b>Man-days</b>	<b>45</b>	<b>45</b>	<b>41-45</b>

## Attachment 81 (Added) (Added-AFRC)

### \*C-141 MEDICAL TECHNICIAN

Medical Tech	Non-Prior to C-141 Qual	Service	Service to C-141 Qual	Prior Service to C-141 Qual
Physiological Tng	5		5	1-5
Ground Training	40		40	40
C-141 Qualifica- tion	16		16	16
Accrued Leave	6		6	6
Travel Time	2		2	2
Initial Flt Check	<u>3</u>		<u>3</u>	<u>3</u>
<b>Man-days</b>	<b>72</b>		<b>72</b>	<b>68-72</b>

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\*Progression tour authorized for this crew position.

## Attachment 82 (Added) (Added-AFRC)

### \*PARARESCUE TECHNICIAN

**NOTE 1:** Completion of required training events within the time allotted to a particular phase of training constitutes attainment of required milestones.

#### Initial Tng

S-V80-A	17
S-V86-A	5
<b>Man-days</b>	<b>22</b>

#### Phase I and II

Phase I Ground Training	20
Phase I Flight Transition	39
Phase II Ground Training	38
Phase II Flight Transition	10
<b>Man-days</b>	<b>107</b>

#### Medical Qual

Medical Proficiency Upgrade	50
Evaluation	4
<b>Man-days</b>	<b>54</b>

#### Jumpmaster Qual

Jumpmaster Upgrade Training	24
Evaluation	2
<b>Man-days</b>	<b>26</b>

#### Team Leader Qual

Team Leader Upgrade Training	72
Accrued Leave	24
Travel Time	6
Evaluation	3
<b>Man-days</b>	<b>75</b>
<b>Total Man-days for</b>	
<b>Above Tng</b>	<b>314</b>

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\*Progression tour authorized for this crew position.

## Attachment 83 (Added-AFRC)

### FREQUENTLY ASKED QUESTIONS (FAQ)

1. **Q.** Are the Basic Loadmaster (BLM), Basic Flight Engineer (BFE), and the Keesler lead in courses for the 1A3XX, 1A4XX, 1A5XX, and X1W0XX career fields included in a progression tour?

**A.** No, per chapter 6, paragraph 6.9.5.6, basic skill level awarding courses are not authorized as part of the progression tour. **The only exception to this is the KC-135 course taught at Altus AFB OK.**

2. **Q.** Are progression tours mandatory?

**A.** No, continuous (single) order progression tours were a result of a Congressional investigation lodged by a crew member. This individual believed that they were losing benefits that they would earn if on a continuous order. After the investigation was completed, the decision was made to place members on a single order progression tour. This may not always be the best situation for every crew member. Depending on the situation, with the exclusion of UPT/UNT graduates, a crew member (with the approval of their commander) may elect to accomplish their training on separate orders.

3. **Q.** What project fund is used for progression tours?

**A.** Progression tours are funded under project 727. Prior to the decision to place all progression tours under project 727, formal school training was accomplished under project 726, and OJT was accomplished on project 727. Unfortunately the limitations of the automated pay process would not properly accommodate multiple projects on the same order. This unintentionally denied entitlements and benefits to some members.

4. **Q.** Can instructor or flight examiner upgrade be accomplished on a progression tour?

**A.** No, per chapter 6, paragraph 6.9.5.1, only the courses and training required for qualification to the basic crew position (with the exclusion of the courses outlined in question 1) are authorized for progression tours.

5. **Q.** What is the minimum length for a progression tour?

**A.** 60 days

6. **Q.** What is the maximum number of days in a progression tour?

**A.** This depends on the airplane and crew position. The maximum number of days for each progression tour is outlined in its particular attachment. Refer to the attachment for your specific weapons system and crew position.

7. **Q.** What must be accomplished to place an individual on a progression tour?

**A.** You must submit a completed AF Form 3955, **Request for Progression/Pipeline School Tour**, on an individual basis.

8. **Q.** What do we do if an individual requires an extension to a progression tour?

**A.** Submit request for the extension through OG/CC to numbered Air Force (NAF) for approval as soon as a known requirement exists.

9. **Q.** Is an AF Form 3955 required for UPT/UNT graduates?

**A.** No, they are automatically placed on a progression tour upon graduation from UPT/UNT.

10. **Q.** What should we do if an individual is not progressing satisfactorily or meeting the required milestones while on a progression tour?

**A.** A review board must be convened to review that individuals training. If it is decided that there are no mitigating factors that have led to the unsatisfactory progression, the individual will be dropped from the progression tour.

11. **Q.** Do the individuals attend the courses in the order that they are written in their respective attachment?

**A.** No, only those courses that are pre-requisites for follow on training.